

Mayor
Michael Mattox

Vice Mayor
Beverley Dalton

Council Members
Jay Higginbotham William "Bill" Ferguson
Charles Edwards Tracy Emerson
Tim George

Altavista Town Council
April 8, 2014 Regular Meeting Agenda
7:00 p.m.
J.R. "Rudy" Burgess Town Hall – 510 Main Street

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:45 p.m. Finance Committee Meeting (Large Conference Room)

7:00 p.m. Regular Council Meeting (Council's Chambers)

I. **Call to Order**

II. **Invocation**

III. **Approval of Agenda**

IV. **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.

V. **SPECIAL ITEMS OR RECOGNITIONS** (Time allotted as needed) (Estimated Time: TBD)

VI. **CONSENT AGENDA** (Estimated Time: 5 minutes)

- Approval of Minutes – *Regular Meeting March 11, 2014; Continued Meeting March 20, 2014; and Budget Work Session March 24, 2014*
- Receive monthly review of Invoices
- Receive monthly review of Revenues & Expenditures
- Receive monthly review of Reserve Balance/Investment Report
- Budget Amendment – Train Station HVAC
- Departmental Monthly Reports
 - Administration
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works Department
 - Transit System
 - Wastewater Department
 - Water Department

VII. **PUBLIC HEARING(S)** (Estimated Time: TBD) None Scheduled at This Time.

VIII. **STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Estimated Time: 10 minutes)

- A) Council Committees
 - i) Finance/Human Resources Committee (Dalton)
 - ii) Police/Legislative Committee (Edwards)
 - iii) Public Works/Utility Committee (Ferguson)
- B) Others
 - i) Planning Commission – Annual Report (PC Chair Barbee)
 - ii) Recreation Committee Report

IX. **NEW BUSINESS** (Estimated Time: 15 minutes)

- A) Special Event Request – Altavista Fire Company
- B) First Reading of the Proposed FY2015 Budget and Capital Improvement Plan (CIP)
- C) 805 14th Street Nuisance Property Issue

X. **UNFINISHED BUSINESS** (Estimated Time: 15 minutes)

- A) Potential Work Session – WWTP PCB Remediation

XI. **MANAGER’S REPORT** (Estimated Time: 5 minutes)

- A) Project Updates
- B) Other Items as Necessary
- C) Informational Items
- D) Town Council Calendars (April/May)

XII. **Matters from Town Council**

XIII. **CLOSED MEETING**

- Section 2.2-3711(A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Recreation Committee appointment)
- Section 2.2-3711(A)(7) – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Utility Agreement)

XIV. **Adjournment**

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk’s Office. For assistance, please contact the Town Clerk’s Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

AGENDA ITEM	SYNOPSIS AGENDA APRIL 8, 2014 REGULAR ALTAVISTA TOWN COUNCIL MEETING
I. Call To Order	
II. Invocation	Pastor David Sage, Grace Community Church
III. Approval of Agenda	<ul style="list-style-type: none"> • Approve Agenda as presented or modified. <i>Enclosure: NO</i>
IV. Public Comment Period	<i>Enclosure: NO</i>
V. Special Items or Recognitions	<i>Enclosure(s): NO</i>
VI. Consent Agenda	<ul style="list-style-type: none"> a) Approval of Minutes – Regular Meeting March 11, 2014; Continued Meeting March 20, 2014; and Budget Work Session March 24, 2014 b) Receive monthly Invoices c) Receive monthly review of Revenues and Expenditures d) Receive month review of Reserve Balance/Investment Report e) Budget Amendment – Train Station HVAC f) Departmental Reports <i>Enclosures: YES</i> Need a motion to Approve the items on the Consent Agenda.
VII. Public Hearings	None Scheduled

<p>VIII. Standing Committees /Commissions/ Board Reports</p>	<ul style="list-style-type: none"> ❖ Finance/Human Resources Committee Report – Chairman Dalton ❖ Police/Legislative Committee: Chairman Edwards ❖ Public Works/Utility Committee: Chairman Ferguson <p>Others:</p> <ul style="list-style-type: none"> ❖ Planning Commission Annual Report ❖ Recreation Committee Report <p><i>Enclosure(s): YES</i></p>
<p>IX: New Business</p>	<ul style="list-style-type: none"> ❖ Special Event Request – Altavista Fire Company ❖ FY2015 Budget and CIP – <i>First Reading and Setting of Public Hearing</i> ❖ Property Nuisance Issue – 805 14th Street <p><i>Enclosure(s): YES</i></p>
<p>X: Unfinished Business</p>	<ul style="list-style-type: none"> ❖ PCB Work Session Discussion <p><i>Enclosure(s): YES</i></p>
<p>XI: Manager's Report</p>	<ul style="list-style-type: none"> a. Enclosed is a Project Update report provided by the Town Manager. <i>Enclosure: YES</i> b. Other Items as Necessary (None at this time) <p><i>Enclosure: No</i></p>

April 8, 2014 Town Council Agenda Synopsis

	<p>c. Informational Items</p> <p><i>Enclosure(s): No</i></p> <p>d. Town Council Calendars</p> <p><i>Enclosure: Yes</i></p>
XII: Closed Meeting	

Upcoming Meetings:

(All Meetings are at Town Hall unless noted)

April 24th - Public Works/Utility Committee Regular Monthly Meeting (7:00 a.m.)
Finance/HR Committee Regular Monthly Meeting (8:15 a.m.)

Regular Council Meeting—March 11, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on March 11, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Carlton Gunter, Penuel Baptist Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Bill Ferguson
Mr. Timothy George
Mr. Jay Higginbotham

Council members
absent:

Mr. Tracy Emerson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Ken Walsh, Police Department
Mr. Steve Bond, Wastewater Treatment Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

Mayor Mattox recognized and welcomed Mr. Stan Goldsmith, Campbell County Board of Supervisors, Altavista District.

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mr. Higginbotham, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

5. Special Items or Recognitions

A) Michael Hudson, Avoca Executive Director

Mr. Michael Hudson, Avoca Executive Director addressed Council with some trivia. The last General to die in the Civil War was from the Altavista community; James Dearing was also one of the youngest Generals. Civil War Trails is a nationally recognized program that puts historical markers at places of interest and Altavista will now be added to that map of premier Civil War destinations. This marker will be in placed April 25th. This marker will highlight

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General James Dearing's roots and contributions. Mr. Hudson invited Council to the grand unveiling of this marker on April 25th, 2014.

6. Consent Agenda

- a) Approval of Minutes-Regular Meeting February 11, 2014
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Approval of Appointments
- f) Departmental Monthly Reports
 - Administration
 - Altavista on Track
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works Department
 - Transit System
 - Wastewater Department
 - Water Department

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

Armory Reuse- Masonic Lodge Proposal

Mrs. Dalton advised the Finance Committee has continuously discussed the Armory issue for the past few months, and at the last meeting there was only one committee member present that could discuss or vote on the matter. The Chair decided it was time to place it on Council's agenda and direct Staff to place this item under "Unfinished Items" to allow for discussion, direction or resolution. No recommendation was forwarded by the Committee.

Altavista Fire Company—Surplus Property Request

Mrs. Dalton advised the Altavista Fire Company is requesting the Town of Altavista declare Engine 2 (a 1983 Ford FMC pumper engine) as surplus. This would allow the Altavista Fire Company to dispose of the engine and utilize the profits for purchase of personal protective equipment. She noted this request is in accordance with a policy established by Town Council in June 2008.

A motion was made by Mrs. Dalton, seconded by Mr. George, that the Town of Altavista declare Engine 2, a 1983 Ford FMC pumper engine, as surplus and the net proceeds from the sale be utilized by the Altavista Fire Company for personal protective equipment.

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Mr. Higginbotham asked if the funds should go into replacing the vehicle.

Mr. Jonathan Witt, Altavista Fire Company Treasurer, advised this tanker was replaced because of the age of the vehicle.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Other Items/Updates

Employee Compensation Study: Staff is working on gathering information for the Committee regarding staff compensation as compared to other localities.

Next Finance/HR Committee Meeting: Thursday, March 27th, 2014 8:15AM in the large conference room of Town Hall.

ii. Police/Legislative Committee

No report.

iii. Public Works/Utility Committee

Band Boosters Agreement-Trade Lot

- i. Mr. Ferguson advised at the September 10, 2013 Town Council meeting, a new agreement between the Town and the Altavista Band Boosters was approved. In this agreement the Band Boosters, asked that rather than having one event per month they be allowed not to hold an event during the months of December, January and February and double up on events during the months of April, May and September, which was approved. Since that time the Band Boosters have been working with their vendors and a request was recently received from the Band Boosters to trade the second date in April to a second date in November. The Public Works/Utility Committee concurs with this request.

Mr. Ferguson motioned to amend the agreement between the Town of Altavista and the Altavista Band Boosters to allow a second date in November, rather than April.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Bedford Avenue Waterline Project

Mr. Ferguson advised at the February 2014 Town Council meeting, Mr. Ron Smith of WW Associates briefed Town Council on the ongoing development of the plans for this project. Staff was asked to put this item on the Public Works/Utility Committee agenda, for additional discussion. Shortly after the February Town Council meeting, staff met with WW Associates to discuss the development of the Final Plans, with

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a focus on how to move forward with design of the "river crossing". In an effort to provide the Town with options regarding this item, the engineer proposed that both alternatives, directional drilling and open cut, be designed and both alternatives be offered to contractors during the bid process. He stated if Council desires to keep both options open, additional survey and design work will be required. One of the options includes the inclusion of the raw water line that currently "hangs" on the bridge and has required repairs in the past. At some point in the future this line will need to be replaced and could possibly require a directional drill or open cut, if reattaching it to the bridge is not feasible or allowed. The survey/design work for only the open cut for the finished water lines is a lump sum of \$12,000, while the inclusion of the raw water line increases the lump sum fee to \$15,000. The Committee feels it is in the Town's best interest to keep the open cut option available through the bidding phase.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, that the Town contract with WW Associates to perform additional survey/design services related to the open cut option in regards to the Bedford Avenue Waterline Project, in the amount of \$15,000.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

WWTP Emergency Overflow Pond- PCB Issues

A: Plot #7 Construction

Mr. Ferguson advised the Committee discussed the possibility of proceeding with Plot #7 as identified by Dr. Licht. The Committee recommends that we utilize our own resources, as we have done in the past and cut "whips" from existing trees to plant. At some point, we would need to utilize Dr. Licht to have the foliar samples and/or soil samples tested and analyzed. There was discussion to extend Plot #7 to also be on the east side of Plot #5. Plot #7 would consist of an outside dike, with no dirt added to the interior after the water is pumped out. A layer of organic matter (i.e. shredded leaves, mulch, etc.) would be added to the surface and whips planted directly into the sludge. The Committee recommends that Plot #7 be constructed and that "whips" from our existing pads be cut and planted inside of Plot #7, as outlined.

A motion was made by Mr. Ferguson that the Town proceed with construction of Plot #7, as identified, utilizing Town forces and that whips from the existing plots be planted in Plot #7."

Mr. Higginbotham mentioned the use of a track hoe may be required to construct Plot #7 and asked that \$500-\$1,000 be budgeted for the rental fee.

It was the consensus of Council to approve funding for the use of a track hoe to construct Plot #7.

Mr. Coggsdale mentioned the whips will be cut and placed in cold storage until the dirt is in place.

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Mr. Edwards suggested running the truck more often to get the fill dirt in place.

Mayor Mattox asked for an update at the continued meeting on March 20, 2014.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

B: University of Iowa Request for Letter of Support

Mr. Ferguson advised the Committee reviewed the request from Dr. Craig Just, Ph.D. regarding a letter of support from the Town. The letter of support was requested regarding their effort in seeking renewed funding for the University of Iowa Superfund Research Program. The Committee questioned the relation between the studies mentioned pertaining to "airborne PCBs" and our efforts to find a remediation option. No recommendation regarding the letter was forthcoming.

Mr. Coggsdale stated he is receiving questions from Dr. Just, as to where this lies and he asked Council how he should respond.

Mrs. Dalton stated the Committee's recommendation is that the letter not be signed; Council is not aware of any problems with airborne PCBs and is focused on remediating the PCBs where they are.

b) Others

9. New Business

a) AOT Request for Street Closures for Cruise In Events

Mr. Coggsdale advised for the past several years, Altavista on Track (AOT) has hosted "Cruise In" events during the months of April through October in the downtown area. AOT is seeking authorization to have the Cruise In events along Main Street between Franklin Avenue and Amherst Avenue; for closure of Main Street a letter of request must go to the Virginia Department of Transportation for approval. Altavista on Track is seeking the Town's permission to close the cross streets that lead to Main Street. (2014 event dates are: April 5th, May 3rd, July 5th, August 2nd, September 6th, and October 4th.)

A motion was made by Mr. Higginbotham, seconded by Mr. Ferguson, to authorize AOT to close requested streets in the Town on the event dates and obtain proper approval from VDOT for the Main Street closure.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

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b) Public Nuisance—Setting of Hearing

Mr. Coggsdale advised in the past few months, the Altavista Police Department received complaint calls related to "barking dogs" at 327 Myrtle Lane. The last received complaint was on March 2, 2014, there had previously been two Notice of Complaints issued to this address on January 19th and January 21st. Chapter 34, Article II "Abatement of Public Nuisances" addresses the issues associated with a potential public nuisance, setting forth the definitions and procedures.

The Code of the Town of Altavista Section 34-31 (2) f. defines a "Public Nuisance" as *"any animal that by loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood."* The Code of the Town of Altavista Sections 34-32 through 34-33 provides for the process of handling and notifications, as well as the procedure by which public nuisance issues will be heard and potentially abated.

In compliance with the Town Code, the issuance of the third notice informs the owner/occupant that the *"offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32 through 34-35 of the Town Code"*. The Code further sets forth that *"prior to declaring the activity or condition in question a public nuisance, such owner or occupant shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose."* He requested that the Town Council schedule a hearing for March 20, 2014 for this purpose.

10. Unfinished Business

a.) Armory Reuse/Masonic Lodge Proposal

Mayor Mattox recused himself from this portion of the meeting due to a financial interest and turned the meeting over to Vice-Mayor Dalton.

Mr. Ferguson stated he too would recuse himself as he is a member of the Masonic Lodge.

Vice-Mayor Dalton asked Mr. Coggsdale if there was any new information.

Mr. Coggsdale replied Mr. Goldsmith indicated he was gathering additional information on the improvements.

Mr. Goldsmith addressed Council advising he is awaiting cost estimates from two contractors on the HVAC system. He mentioned he has received correspondence from the Campbell County Registrar who is looking for a new polling location; removing the Altavista polling place from the Elementary School. Mr. Goldsmith recognized two members of the American Legion; Commander Dean Jennings and Paul Brooks. Mr. Don Roberts was in attendance on behalf of the Masonic Lodge.

Vice-Mayor Dalton offered as this is in regards to this piece of real estate, there are only four members that can vote and it must be unanimous.

Mr. Edwards advised he has talked with Mr. Goldsmith at length in regards to the armory and has also spoken to several of the members of the Masonic Lodge. He stated there appears to be diversity of opinion within the Lodge. He asked if this has been voted on within the Lodge.

Mr. Goldsmith answered affirmatively.

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Mr. George referred to the preliminary estimate of \$173,000 and asked if the monies were available or was it pending the sale of the building.

Mr. Goldsmith stated the sale of the building is necessary to make this project work. He noted there is a number of people who have inquired as to when this would materialize because they are looking for the opportunity to use the building.

Mr. Edwards asked if the renovations would include the auditorium.

Mr. Goldsmith stated there is a line item in the budget that includes an estimated cost of remodeling the auditorium in the future for a lodge room and a dining room. Mr. Goldsmith stated there is concern about the numbers being close but there is a lot of room for adjustment if needed. He told Council he hoped they would find as the Masons have found there is a huge interest in the community and felt the community would be well served.

Vice-Mayor Dalton stated she would be exercising a vote tonight and felt she needed to explain her decision. There is discussion amongst the Masonic Lodge members that is not consistent with a unanimous vote; there is a notion that this is a strong position for the Lodge to take. She also stated this is an all male organization and the Town's taxpayers are both male and female. The armory is a taxpayer's asset.

Mr. Edwards stated this has been a tough discussion for him and could see concerns in both directions; he said he would vote no.

Vice-Mayor Dalton stated this has been a difficult one for Council and it has been left open for more information; this decision has come after months and months of consideration and her vote is no.

Mr. Higginbotham stated he supports the Masons and Vice-Mayor Dalton has a valid point. Council is not dealing with personal funds but the public's funds and he would be voting no.

Mr. George stated he too would vote no and it was not a vote he enjoyed casting. There are still a lot of questions.

Based on the consensus of the four Council members who had not recused themselves that they would vote against any motion supporting the Masonic Lodge's proposal, no such motion was made and the matter was considered closed.

Mayor Mattox took over and moved to the Town Manager's report.

Mr. Goldsmith asked to speak.

Mayor Mattox stated although the vote was taken he would allow Mr. Goldsmith to speak out of respect for him and his position as a public official.

Mr. Goldsmith stated he was not sure how much more information the Masons could provide. It was his hope that he would be able to publicly explain why the Masons do not have women in the organization. Mr. Goldsmith stated it is his hope that if this is reintroduced, the Masons would have the opportunity to find out what Council still doesn't know.

11. Manager's Report

a) Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

Substantial Completion Inspection has been performed on the Intersection and the Streetscape portion of the project. The Utility inspection is pending. Paving will begin once the weather warms and the asphalt plants reopen—estimated to be mid-March.

Bedford Avenue Waterline Replacement Project

Discussed earlier in meeting.

b) Other Items as Necessary

Mr. Coggsdale advised the new Director of Public Works and Utilities, Mr. David Garrett, will begin March 24, 2014. Mr. Coggsdale thanked Mr. Witt for taking on the Public Works Director duties during the hiring process.

c) Informational Items

- i) VDOT-Rt. 29 Bridge Project Update
- ii) VDOT-Urban Maintenance Inventory Reconciliation
- iii) Congressman Hurt-Elected Officials Appreciation Event Invite
- iv) Correspondence to Campbell County-Tank Disposition
- v) MAP 21 Transportation Alternatives Program Grant Application Amendment

d) Town Council Calendars (March/April)

12. Matters from Town Council

Mr. Ferguson advised Dr. Lou Licht, Ecolotree, Inc. would address Council. Dr. Licht advised he was contacted in the fall of 2011 in regards to the PCB remediation in the lagoon. They proposed to do some phytoremediation using plants; there are now 5 plots in the lagoon. He noted the lagoon contains some of the highest PCB concentrations in the United States. He stated there have been some interesting results from the trees that have been planted there. A sample was taken in 2012 of reed canary grass over some high level of sediments. (50% and under PCBs do not have to be moved.) And within the 7 months, everything measured was under 20 to 30 parts per million. He stated in the science world, this is very interesting because the treatment of PCBs in the United States and world is a major liability for the federal government. Dr. Licht asked that this work be continued and asked that an additional plot be installed. This area contains 9,000 parts per million of PCBs. He stated their review sees changes; compared to 2 years ago there is data that no one else in the United States has. He noted Mr. Steve Rock, EPA, called this lagoon a petri dish; small and contained. He commended Mr. Bond for his management of the Wastewater Treatment Plant. He stated his objective is to do no harm and find out how the PCB reactions happen so Virginia DEQ can understand and allow this to proceed and remove the Town from their unclosed sites. He felt the end to the research piece would entail two more plots for two more years. He would like to keep DEQ informed.

Mr. Higginbotham asked if an area should be diked around the sycamore trees and let them grow.

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Dr. Licht offered the reason for placing trees is they remove 35% more water than grass and added sycamore is one of the acceptable plants for this area. Dr. Licht referred to a conversation with Dr. Craig Just, Ph.D (University of Iowa) stating air sampling was not necessary if Council was not comfortable with the concept as it does not add to the Town’s situation.

Mrs. Dalton advised Council’s decision in this matter.

Mr. Edwards asked if they were interested in researching the microbes.

Dr. Licht responded yes and requested a letter of support. He noted this has gone from two years ago having no data to an idea of having strong data. Mr. Higginbotham read a sample letter that was suggested to be sent to Dr. Just.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to write the letter to Dr. Just as presented to Council with modifications.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox referred Dr. Licht’s report to the Public Works/Utility Committee for review.

Mr. Edwards referred to a letter received from Mr. Al Smith in regards to access to English Park along the river.

Mr. George advised the Recreation Committee would be meeting on Monday, March 17, 2014 and this matter would be discussed.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

13. Closed Session

14. Adjournment

Mayor Mattox reminded Council of the continued meeting scheduled for Thursday, March 20, 2014 which has the public nuisance on the agenda.

Mayor Mattox asked if there was anything else to bring before Council.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to adjourn this meeting to Thursday, March 20, 2014 at 5:00 p.m. in the Council Chambers for the purpose of the hearing of the public nuisance and closed session.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes

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Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

The meeting was continued to March 20, 2014 at 5:00 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Continued Council Meeting—March 20, 2014

The continued meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on March 20, 2014 at 5:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

Council members

present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Bill Ferguson
Mr. Timothy George
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Chief Ken Walsh, Police Department
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

2. Mayor Mattox advised the reason for the continued meeting is to receive public comment on the public nuisance at 327 Myrtle Lane, Ms. Annette Hite.
Pursuant to the Altavista Town Code Section 34-32 (b), the owner of any activity or conditions that may be declared a public nuisance has an opportunity for a hearing before Town Council. He advised tonight's hearing is based on the issuance of three separate complaints received by the Altavista Police Department, as set forth in Section 34-33(b) of the Town Code, regarding barking animals located at 327 Myrtle lane. The third complaint stated to the occupant of 327 Myrtle Lane that the animal(s) at that location appeared to constitute a public nuisance and was subject to the abatement procedures under Sections 34-32 through 34-35 of the Town Code. As mentioned earlier, prior to declaring the activity/condition in question a public nuisance, the owner/occupant is afforded a hearing before Town Council. Mayor Mattox advised following tonight's hearing Town Council has the option of declaring the activity/condition as a public nuisance or not. If the Council declares it a public nuisance the owner/occupant shall be given a reasonable time to abate the public nuisance.

Ms. Annette Hite, 327 Myrtle Lane, addressed Council. She asked that she have the information on who was making the complaints. She stated she did not know all the Town ordinances; what could be done and what couldn't. She felt she was a good law abiding citizen. She stated she knew you could not have unlicensed vehicles in your yard and that you had to be quiet, and that an officer had to come to your home to physically tell you of these things. She stated her dogs have not barked, they have not been a problem for a year. She felt it was odd that it was time for her lease to be up, and perhaps the neighbors felt she would leave and she hasn't. Now the barking dog matter has surfaced again. She felt she had a right to know who was making the complaints and to physically see paperwork; she noted if it continued she would be filing a harassment suit. She stated if her dogs are barking she wanted proof. Ms. Hite stated on Friday, March 14 she was served with papers after the fact that it had been in the *Altavista Journal*. She noted a friend of hers advised it was in the newspaper. She stated an officer came to her property six or seven times that day and she would not answer the door because they continually walked around the house knocking on the door and the apartment door. Ms. Hite stated the dogs never made a sound. She noted her neighbor, Ben, came to the door while she was out of town, and advised a family member that the dogs were barking. Ms. Hite stated the problem was the bark collars needed batteries which she replaced. She stated the dogs are not going to continue to bark to get shocked. She welcomed Council to come on her property at any time, day or night, to see if the dogs are barking. She did not feel it was fair to do something without proving it other than word of mouth. She again

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stated it was very odd that the dogs start barking a year later. She asked Mayor Mattox if his family that lives on Myrtle Lane has complained and stated she would like to know exactly who the complaints are coming from.

Mr. Ben Cunningham, 329 Myrtle Lane, addressed Council. Mr. Cunningham advised he lives beside of Ms. Hite. He owns a dog and felt everybody should have the privilege. He stated the fact that he owns loves dogs and treats them like family; he does not want to see anybody lose a dog. He said he had no other motive other than the barking goes on for six, seven hours at a time. Mr. Cunningham advised he works very odd hours and has to be in bed very early and when a dog barks up to 9 or 10 at night it is very frustrating (especially when he owns a dog that does not bother the neighbors). He again stated it was not a personal thing it is the inconvenience factor and that it has been addressed multiple times.

Mr. Higginbotham asked Mr. Cunningham if he had any suggestions on how to solve this.

Mr. Cunningham stated dogs bark when they need something. When they are outside for long periods of time or they are hungry, if they want attention (he noted he was not saying these are the circumstances), they are going to bark. He acknowledged for a long time he did not hear the dogs barking and felt it was because of the bark collars. Over the past couple of months, there has been a re-emerging problem. He stated he couldn't give any recommendations, his dogs are indoor dogs and Ms. Hite's dogs are outdoor dogs.

Mr. George asked Mr. Cunningham if he had smelt any foul odor.

Mr. Cunningham stated recently with the weather getting nicer and being on his back porch he felt it was the dogs being in a lot and when it rains the odor is strong; he could definitely smell feces.

Mrs. Micki Brumfield, 318 Myrtle Lane, addressed Council. She stated she was in the same position as Mr. Cunningham, she has dogs and they are in the house. She does not want to see anyone lose their dogs. She stated she didn't know what the situation was; it worked for a while but has not worked for the last several months. She noted the dogs were outside last night barking. Her husband works third shift and sleeps during the day; a fan and television has to be on to drown out the barking dogs. Mrs. Brumfield stated they are at Council's mercy to know what to do. There have been no consequences for this yet. She felt no one understood the seriousness of this matter. She stated they could not listen to something constantly barking for hours. The dogs are outside; they are bored and barking for hours. Mrs. Brumfield stated she understands the landlord does not allow the dogs in the house and she was at the same point as her neighbors; they are tired of the noise.

Mr. Ferguson questioned Mrs. Brumfield's house being across the street and back from the street.

Mrs. Brumfield responded her house was caddy-cornered and the dogs are on the side; the noise comes right across the street.

Mayor Mattox asked if anyone else would like to comment. No one came forward. He asked Chief Walsh to come forward and give his perspective.

Chief Walsh addressed Council in reference to the nuisance complaint. He stated he was notified by the Mitchells, 325 Myrtle Lane, in early January of their complaint of barking dogs. He stated on January 7th, he delivered to Ms. Hite a copy of the Town's Public Nuisance Code and explained to her in detail what the complaints were. He stated another complaint was received on January 10th. Lieutenant J.T. Younger and Officer Haugh were sent to 327 Myrtle as a follow-up to the initial visit with Ms. Hite. Chief Walsh stated on January 14th, he made another visit to notify her that this was still a complaint and to ask if she had some solution to this problem. Chief Walsh stated Ms. Hite advised him that she would be keeping the dogs in doors

Continued Council Meeting—March 20, 2014

except to feed and use the bathroom. Chief Walsh stated he went back on March 14th at 6:30 p.m. to deliver Ms. Hite the notice. He stated between the dates of January 14th and March 14th, the neighbors notified him on three separate occasions of the continuous barking of the dogs and the nuisance it was creating to them and their quality of life. This was documented through letters from residents on Myrtle Lane. According to statements from the neighbors it is an ongoing, continuous, habitual, nuisance, and they can't have any peace or quality of life as long as there is continuous barking from the dogs. He noted he offered to Ms. Hite, if there was any way he could personally help, he would do whatever is necessary. Chief Walsh said his opinion is the neighborhood needs relief from the problem.

Mayor Mattox moved to the consideration of the public nuisance by Town Council and advised of the potential actions.

Mr. George recused himself because of a personal friendship with one of the neighbors.

Mr. Ferguson felt Council had a declaration of public nuisance in front of them. This occurred a year ago and now it's back. He was ready to declare it a public nuisance.

Mr. Higginbotham stated Council has to find a way to stop this and felt it should be declared a public nuisance and a timeframe established to correct the problem.

Mrs. Dalton concurred.

Mr. Edwards stated he would like to know the mechanics of the process.

Mr. John Eller, Town Attorney, advised once Council makes a declaration of public nuisance it is up to Council to decide what action will be taken to abate it and to set a reasonable period of time for it to be done in. Mr. Eller noted the Code states failure to comply with the abatement order within the prescribed time allows the Town to confiscate the dogs and dispose of them according to law.

Mr. Emerson stated he concurred with Council that something had to be done.

Mrs. Dalton stated they all loved dogs and this issue came up a year ago. Council withheld declaring a public nuisance but it is back again. She felt Council would have to be more aggressive this time and felt the dogs should be removed from the property.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to declare the barking dogs at the home of Ms. Annette Hite, 327 Myrtle Lane, a public nuisance and to give her 72 hours to remove the dogs.

Mr. Higginbotham questioned if it was one dog or multiple dogs.

Mrs. Dalton stated it was two dogs and noted the Chief has offered to help with the removal of the dogs.

Ms. Hite asked to comment. She said last week she called about dogs barking twice and she wanted it to be proven that it was her dogs barking.

Mr. Higginbotham asked Ms. Hite how long she would need to remove the dogs.

Mr. Edwards replied this has been going on for a year already.

Mr. Higginbotham responded there is now a directive from Council.

Mr. Edwards felt the neighbors did not need to be subjected to another three weeks.

Mr. Higginbotham stated the residents said they don't hold anything against the dogs and would rather not see the dogs go to the pound.

Mr. Cunningham stated he did not want to see anything bad happen to the dogs noting they are not bad dogs.

Ms. Hite asked for additional time stating she just started a new job and cannot take time off.

Mr. Higginbotham suggested giving Ms Hite three weeks to find a home for the dogs.

Mr. Ferguson suggested giving Ms. Hite 10 days to abate the nuisance.

Mr. Emerson said he has a dog and it aggravates him inside the house; with that being said he felt like it would not matter if it was 3 days or 10 days and would stay with the 3 days to abate the problem.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to amend Mr. Edwards’ motion and allow 10 days for abatement of the public nuisance at 327 Myrtle Lane.

Motion carried.

VOTE:	Mr. Tracy Emerson	No
	Mr. Charles Edwards	No
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Bill Ferguson	Yes
	Mr. Tim George	Abstained

The amended motion is that Council declares the two barking dogs at the residence of Ms. Annette Hite, 327 Myrtle Lane, to be a public nuisance and to direct Ms. Hite to abate the said nuisance by removal of the dogs from the premises no later than 10 days from the date of the passage of the motion.

Motion carried.

VOTE:	Mr. Tracy Emerson	No
	Mr. Charles Edwards	No
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Bill Ferguson	Yes
	Mr. Tim George	Abstained

Ms. Hite asked to comment and stated when she calls about dogs barking in the neighborhood she does not receive a call back.

3. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.

A motion was made by Mrs. Dalton, and seconded by Mr. George

Motion carried.

VOTE:	Mr. Tracy Emerson	Yes
	Mr. Charles Edwards	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes

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Mr. Jay Higginbotham	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes

Council went into closed session at 5:30P.M.

Notice was given that council was back in regular session 7:05 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried.

VOTE:	Mr. Tracy Emerson	Yes
	Mr. Charles Edwards	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

4. Adjournment

Mayor Mattox reminded Council of the Budget Work Session scheduled for Thursday, March 24, 2014 at 6:00 p.m.

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 7:06 P.M.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION MARCH 24, 2014

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on March 24, 2014 at 6:00 p.m.

Council members

present: Mr. Mike Mattox
Mrs. Beverley Dalton
Mr. Bill Ferguson (Left the meeting at 6:15 p.m.)
Mr. Timothy George

Council members

absent: Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Dan Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. Steve Bond, Wastewater Treatment Plant Manager
Mr. David Garrett, Public Works/Utilities Director
Chief Kenneth Walsh, Altavista Police Department
Mrs. Megan Lucas, Economic Development Director
Mrs. Mary Hall, Administration

Mayor Mattox welcomed everyone and asked Mr. Ferguson, Chairman of the Public Works/Utilities Committee to introduce a new employee.

Mr. Ferguson introduced Mr. David Garrett and welcomed him to the Town of Altavista. Mr. Garrett is taking over as Director of the Public Works/Utilities Department.

Mayor Mattox advised the purpose of the meeting was to discuss the proposed FY2015 budget. Mayor Mattox called for any organizations receiving funds from the Town and would like to speak to come forward.

Chief Mark Moss, Altavista EMS, addressed Council stating they are looking at purchasing another ambulance. This would be a larger, heavy duty vehicle to replace one that had to be taken out of service. He requested \$50,000 to go towards that purchase. He noted the EMS is budgeted for CIP funds of \$150,000 from Campbell County to go towards the vehicle purchase; total cost of the vehicle is \$210,000. He felt comfort that the remaining \$10,000 could be raised through donations and fundraisers. Chief Moss stated they respond 24/7 to calls, everyday, 10 times plus a day to meet the needs of the Town, Campbell and Pittsylvania Counties.

Mr. George asked if the unit budgeted for in FY2014 was received.

Chief Moss advised they are awaiting receipt noting they applied for a grant which they were turned down for. Campbell County allocated \$150,000 towards the purchase. As soon as the unit is delivered, documentation will be provided to the Town to receive the budgeted portion from the Town.

Mayor Mattox thanked Chief Moss for his, his staff, and volunteers work in the community.

Mr. Mike Hudson, Director of Avoca Museum, addressed Council thanking them for supporting Avoca in the past and advised they are not asking for any additional funding aside from the capital improvements. He stated this year paint has been identified as the major need. The museum and outbuildings were painted 8 years ago and was told the paint job should last 10 years. He stated he has noticed historical structures that receive a lot of direct sunlight and located near train trucks have more deterioration. Mr. Hudson advised 8 years ago the cost to paint the museum and outbuildings was \$55,000 and is now asking for \$59,000 to paint the house and outbuildings.

Mayor Mattox thanked Mr. Hudson noting the Avoca Museum was a jewel for Altavista.

COUNCIL WORK SESSION MARCH 24, 2014

Mayor Mattox asked if a representative for the Altavista Senior Center was present. No one came forward.

Mr. Steve Jester, Director of the Altavista Area YMCA, addressed Council thanking them for their partnership since 1971 with the Altavista YMCA. Mr. Jester highlighted the different programs the YMCA offers to the community. He noted Altavista is the smallest community in the United States that has a YMCA facility.

Mayor Mattox thanked Mr. Jester and told him the Altavista Area YMCA is another jewel of Altavista.

Mrs. Heather Reynolds, Altavista Chamber of Commerce addressed Council and requested \$20,000 on behalf of the Chamber for the operational budget. She stated they were not asking for an increase but to maintain where they are. She mentioned she recently attended the Virginia Associations of Executive Directors Conference; she sat in on the conferences and in two of those Altavista was credited for doing really good work. Mrs. Reynolds stated the \$20,000 would go towards the programs the Chamber offers in the Town and referred to the Town's Strategic plan under community development Goal #2, and under amenities, Goal #3 the Chamber is mentioned. She felt the Chamber is working to enhance the quality of life of citizens in both instances. Mayor Mattox thanked Mrs. Reynolds and staff for their work.

Mr. Bill Smith, Altavista on Track, addressed Council and advised last year's operating expenses were \$76,500 and this year has been reduced to \$51,500. He requested the same amount of \$35,000 as before.

Mayor Mattox thanked Mr. Smith.

Mr. Bart Smith, Director of Region 2000 Small Business Development Center, addressed Council. He advised he has a number of clients in the Town of Altavista and is at an office in the Altavista Central Virginia Community College on the 2nd Thursday of each month for scheduled counseling. He noted he does not charge the business owner for the counseling and is able to do this because of the donations and matching grants. Mr. Smith stated Altavista has a lot going for them and a lot of potential.

Mayor Mattox thanked Mr. Smith.

Mayor Mattox asked if anyone else would like to speak. No one came forward.

FY2015 Draft Budget Presentation/Discussion

Mr. Coggsdale advised tonight's meeting is to discuss the FY2015 Draft Budget and Capital Improvements Plan. He presented Council with a power point presentation. The FY 2015 Proposed Budget totals \$7,436,400 in all funds (this is up \$242,890 from FY 2014 budget), expenditures of \$6,429,050 (up \$75,570 from FY2014 budget). Transfers: General Fund Reserve: \$652,800 (surplus), General Fund Reserve \$65,000 (Fire Department Loan), Enterprise Fund Reserve \$264,550 (surplus) and Cemetery Reserve \$25,000 (Perpetual Maintenance Fund).

Mr. Coggsdale listed items handled by the Town of Altavista as:

- Town infrastructure, repair and replacement
- Town water, wastewater, storm water
- Planning and development
- Public Safety (Police Services)
- Road and related maintenance
- Winter maintenance and snow clearing
- Parks, building and grounds
- Transit Services
- Cemetery operation and maintenance
- Waste collection and recycling

COUNCIL WORK SESSION MARCH 24, 2014

Mr. Coggsdale advised the proposed FY2015 General Fund Revenue budget of \$4,145,600 consists of property taxes, personal property taxes, machinery & tool taxes, local sales & use tax, local meals tax and local bank stock taxes. The revenue of \$4,145,600 is up \$169,890 from the FY2014 budget. Expenditures on the General Fund side is proposed at 3,399,220 which is down \$69,010 from FY2014. This covers three categories: personnel \$1,931,000 (down \$84,080 from FY2014), operations \$1,255,720 (up \$77,970 from FY2014) and CIP \$212,500 (down \$62,900 in FY2014). Overall this is a 2% decrease in expenditures from the FY2014 Adopted Budget, (\$69,010). The proposed FY2015 Enterprise Fund the revenue is \$2,678,300 (up \$55,500 from FY2014), the expenditures \$2,413,750 (up \$129,700 from FY2014). This is comprised of personnel \$1,171,200 (up \$1,100 from FY2014), Operations \$855,050 (Up \$2,100 from FY2014) and CIP \$387,500 (up \$126,500 from FY2014). Mr. Coggsdale stated this is a 5.6% increase in expenditures from the adopted FY2014 budget (\$129,700). He advised there is a proposed 5% utility rate increase which is part of the multi-year plan. He noted a 15,000 gallon quarterly bill would increase by \$1.49 water and \$1.77 sewer for a total of \$3.26 increase per quarter. Other funds are comprised of Highway funds, Mr. Coggsdale advised this is money received from the Virginia Department of Transportation for maintenance. Revenue \$585,000 and Expenses \$585,000, both are up \$15,000 from FY2014. The Cemetery Fund revenue \$27,500 (up \$2,500 from FY2014) expenses \$56,080 (down \$120 from FY2014). He noted \$28,580 was transferred from the General Fund to the Cemetery Fund, \$25,000 is for the perpetual maintenance fund.

Mr. Coggsdale referred to the budget highlights:

- No tax increase
- 2% COLA for all employees
- Overall reduction of two positions from FY2014 Budgeted allocation of positions
- Maintained current level of service
- Second payment of “Adverse Experience Adjustment” (13,000+)
- 5% Utility Rate Increase
- NOTE INCLUDED: Funding for Waterline projects (still discussing how these will be handled)

CIP—FY2015

Mr. Coggsdale advised the proposed FY2015 CIP-- General Fund is comprised of General Fund \$212,500 (down \$62,900 from FY2014). He provided Council with the following:

- Council (\$10,000)(Technology Upgrade)
- Administration (\$35,000)(Vehicle and Technology Upgrades)
- Non-Departmental (\$59,000) (AVOCA exterior painting)
- Public Safety (\$32,000)(Vehicle Replacement)
- Public Works (\$48,500)(Leaf machine and vehicle)
- Transit (\$28,000)(Shelters, computer and vehicle cameras)

The proposed FY2015 CIP--Enterprise Fund is comprised of Wastewater (\$272,500) (an increase of \$146,500). Mr. Coggsdale advised in Water and Wastewater, staff budgets as if something is needed and if something is not needed, it continues to be pushed out. Water (\$115,000)(down \$20,000 from FY2014), Other Funds, Highway Funds (\$150,000)(no change FY2014). \$150,000 for sidewalk, curb & gutter and drainage projects.

Mr. Coggsdale advised Council the current FY2015 Budget timeline:

April 8th, 2014 First reading of the budget and designation of the public hearing
May 13th, 2014 Budget Public Hearing
June 10th, 2014 Consideration/adoption of FY2015 Budget/CIP

COUNCIL WORK SESSION MARCH 24, 2014

Mr. Coggsdale mentioned Council has helped with the development of the budget through the committees and the department heads formulating their request. He noted copies of the draft budget are on the website and at the library.

Mayor Mattox stated he is very proud of the proposed budget and commended Council, the Town Manager, staff and committees for their work on the proposed budget.

Mayor Mattox asked for a rough estimate of what the water improvements will cost over the next 5 to 10 years.

Mr. Coggsdale advised it is roughly \$10 million over a period of 7 to 15 years.

Mr. Coggsdale mentioned the Agency presented requests would be forwarded to the Finance Committee for review and barring any changes a first reading of the proposed FY2015 budget/CIP will be scheduled for the April 8, 2014 Town Council meeting.

Mayor Mattox asked that the Burgess family be kept in prayer at the passing of former Mayor Rudy Burgess.

Mayor Mattox adjourned the meeting at 6:38 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 09/2014
FROM: 03/01/2014 TO: 03/31/2014

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
32026	461	KATHI BOGERT	03/06/2014	863.36
32027	4	BOXLEY AGGREGATES	03/06/2014	705.14
32028	12	BRENNTAG MID-SOUTH INC	03/06/2014	1,691.49
32029	1	CARLTON FRANCIS	03/06/2014	10.00
32030	427	CENTURYLINK	03/06/2014	2,242.32
32031	580	CHC OF VIRGINIA INC	03/06/2014	29,882.18
32032	28	COLUMBIA GAS	03/06/2014	2,715.73
32033	164	DMV	03/06/2014	160.00
32034	512	ELECSYS INTNL CORPORATION	03/06/2014	417.00
32035	20	J JOHNSON ELLER JR	03/06/2014	1,887.75
32036	301	ENGLISH'S LLC	03/06/2014	509.33
32037	71	FAIRPOINT COMMUNICATIONS	03/06/2014	399.97
32038	566	INTEGRATED TECHNOLOGY GROUP IN	03/06/2014	348.75
32039	218	MINNESOTA LIFE	03/06/2014	129.10
32040	121	MULTI BUSINESS FORMS INC	03/06/2014	297.30
32041	300	NAPA AUTO PARTS	03/06/2014	490.16
32042	76	RYDIN DECAL	03/06/2014	336.65
32043	80	SOUTHSIDE ELECTRIC COOP	03/06/2014	1,070.27
32044	253	STEVE'S FLORIST INC	03/06/2014	40.00
32045	35	TREASURER OF VA/VITA	03/06/2014	103.08
32046	92	UNIFIRST CORP	03/06/2014	1,187.68
32047	354	WILEY & WILSON	03/06/2014	341.50
32048	116	XEROX CORP	03/06/2014	213.12
32049	103	BEACON CREDIT UNION	03/13/2014	670.00
32050	9999997	BELSKI, LAUREN A	03/13/2014	47.12
32051	12	BRENNTAG MID-SOUTH INC	03/13/2014	4,564.19
32052	9999997	BURKS, ASHLEY LAUREN	03/13/2014	31.60
32053	581	BUSINESS SOLUTIONS INC	03/13/2014	500.00
32054	16	CAMPBELL COUNTY UTILITIES & SE	03/13/2014	518.40
32055	9999997	CROUCH, MARY	03/13/2014	55.68
32056	36	DOMINION VIRGINIA POWER	03/13/2014	43,743.51
32057	544	ECOLOTREE	03/13/2014	7,110.00
32058	118	FERGUSON ENTERPRISES INC #75	03/13/2014	2,267.56
32059	46	GENTRY LOCKE RAKES MOORE LLP	03/13/2014	2,236.60
32060	49	GERALDINE KAUFFMAN	03/13/2014	714.00
32061	52	HACH COMPANY	03/13/2014	695.57
32062	57	ICMA RETIREMENT TRUST-457 #304	03/13/2014	1,060.00
32063	1	WILLIAM HAUGH III	03/13/2014	50.00
32064	58	INSTRUMENTATION SERVICES INC	03/13/2014	708.00
32065	1	JOHN PANNELL	03/13/2014	25.04
32066	59	KAPPE ASSOCIATES INC	03/13/2014	1,116.42
32067	533	LYNN KIRBY	03/13/2014	195.00
32068	9999997	MAYS, CURTIS W	03/13/2014	27.40
32069	250	OVERHEAD DOOR COMPANY	03/13/2014	436.00
32070	269	STERNBERG LANTERNS INC	03/13/2014	1,997.00
32071	357	TOMMY MERRICKS	03/13/2014	210.00
32072	96	UNIVAR USA INC	03/13/2014	6,160.00
32073	110	VUPS INC	03/13/2014	33.60
32074	9999998	Witcher, Charmaine	03/13/2014	150.00
32075	142	KENNETH WALSH	03/13/2014	500.00
32076	542	WILLOUGHBY & ASSOCIATES INC	03/13/2014	350.00

32077	9	AFLAC	03/21/2014	1,697.83
32078	84	ALTAVISTA JOURNAL	03/21/2014	184.50
32079	578	AMERITAS LIFE INSURANCE CORP	03/21/2014	2,500.48
32080	1	BENCHMARK PROFESSIONAL SEMINAR	03/21/2014	295.00
32081	4	BOXLEY AGGREGATES	03/21/2014	689.22
32082	294	BUSINESS CARD	03/21/2014	8,538.21
32083	145	CHANDLER CONCRETE CO INC	03/21/2014	162.00
32084	580	CHC OF VIRGINIA INC	03/21/2014	30,563.16
32085	526	DAVENPORT ENERGY INC	03/21/2014	278.40
32086	40	FEDERAL EXPRESS CORPORATION	03/21/2014	53.02
32087	313	GAMETIME	03/21/2014	44.94
32088	386	IDS SECURITY	03/21/2014	57.00
32089	9999997	MORRIS, ALICE N.	03/21/2014	46.17
32090	9999998	NEW PROSPECT BAPTIST CHURCH	03/21/2014	150.00
32091	454	O'REILLY AUTOMOTIVE INC	03/21/2014	521.06
32092	67	ORKIN PEST CONTROL LLC	03/21/2014	233.11
32093	588	PITNEY BOWES GLOBAL FINANCIAL	03/21/2014	50.00
32094	462	QUANTUM CONTROLS INC	03/21/2014	1,353.48
32095	186	THE NEWS & ADVANCE	03/21/2014	413.50
32096	124	TREASURER OF VA	03/21/2014	2,209.55
32097	306	TYREE-LITTLE'S HEATING & COOLI	03/21/2014	4,650.00
32098	452	VML INSURANCE PROGRAMS	03/21/2014	26,162.75
32099	103	BEACON CREDIT UNION	03/26/2014	670.00
32100	574	CHRISTOPHER MICALE, TRUSTEE	03/26/2014	125.00
32101	171	DEPARTMENT OF STATE POLICE #42	03/26/2014	19.00
32102	603	DIGICERT	03/26/2014	419.00
32103	57	ICMA RETIREMENT TRUST-457 #304	03/26/2014	1,060.00
32104	1	LYNCHBURG REGIONAL CHAMBER	03/26/2014	22.00
32105	469	CHAD NICHOLS	03/26/2014	500.00
32106	423	NTELOS	03/26/2014	810.07
32107	177	THE GUN SHOP	03/26/2014	509.52
32108	98	VIRGINIA ASSOC OF CHIEFS OF PO	03/26/2014	175.00

NO. OF CHECKS: 83

TOTAL CHECKS

207,377.54

Town of Altavista
FY 2014 Revenue Report
75% of Year Lapsed

General Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	410,000	410,000	1,931	0	417,052	102	417,100
Public Service - Real & Personal	62,000	62,000	0	0	86,631	140	86,600
Personal Property	195,000	195,000	2,854	1	159,671	82	195,000
Personal Property - PPTRA	100,000	100,000	12,526	13	101,570	102	101,600
Machinery & Tools	1,470,100	1,470,100	0	0	1,518,419	103	1,518,400
Mobile Homes - Current	500	500	35	7	452	90	500
Penalties - All Taxes	5,000	5,000	623	12	6,243	125	6,300
Interest - All Taxes	3,000	3,000	193	6	2,635	88	3,000
Local Sales & Use Taxes	125,000	125,000	10,697	9	94,845	76	135,000
Local Electric and Gas Taxes	100,000	100,000	1,194	1	66,965	67	110,000
Local Motor Vehicle License Tax	43,000	43,000	1,474	3	41,983	98	43,000
Local Bank Stock Taxes	160,000	160,000	1,465	1	1,465	1	160,000
Local Hotel & Motel Taxes	60,000	60,000	5,569	9	55,000	92	77,000
Local Meal Taxes	620,000	620,000	50,044	8	421,397	68	620,000
Audit Revenue	3,500	3,500	0	0	0	0	0
Container Rental Fees	1,000	1,000	0	0	1,000	100	1,000
Communications Tax	40,000	40,000	3,174	8	23,763	59	40,000
Transit Passenger Revenue	4,000	4,000	558	14	4,896	122	4,900
Business License Fees/Contractors	11,000	11,000	4,717	43	5,673	52	7,000
Business License Fees/Retail Services	110,000	110,000	22,049	20	31,012	28	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	999	12	1,728	20	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	10,608	64	11,241	68	16,500
Business License Fees/Wholesale Businesses	1,800	1,800	388	22	388	22	1,800
Business License Fees/Utilities	8,000	8,000	5,627	70	7,914	99	8,000

Town of Altavista
FY 2014 Revenue Report
75% of Year Lapsed

General Fund Revenue (Continued)	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,300	1,300	0	0	0	0	1,300
Permits - Sign	1,000	1,000	80	8	740	74	1,000
Fines & Forfeitures - Court	20,000	20,000	0	0	11,855	59	20,000
Parking Fines	200	200	0	0	320	160	350
Interest and Interest Income	47,000	47,000	44,032	94	56,030	119	58,000
Rents - Rental of General Property	1,000	1,000	50	5	762	76	1,000
Rents - Pavilion Rentals	2,000	2,000	100	5	1,525	76	3,000
Rents - Booker Building Rentals	4,000	4,000	150	4	2,700	68	4,000
Rents - Rental of Real Property	45,000	45,000	20,144	45	53,207	118	54,000
Property Maintenance Enforcement	1,300	1,300	111	9	999	77	1,300
Railroad Rolling Stock Taxes	18,000	18,000	0	0	19,060	106	19,000
State DCJS Grant	75,000	75,000	20,037	27	60,111	80	80,000
State Rental Taxes	1,100	1,100	28	3	189	17	500
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,000	99	9,100
State/VDOT Contract Services	3,000	3,000	462	15	462	15	3,000
VDOT Police Grant for Overtime	8,100	8,100	0	0	0	0	0
State Transit Revenue	12,810	12,810	0	0	15,926	124	16,000
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	1,600	1,600	0	0	1,982	124	2,000
Fuel - Fire Dept. (Paid by CC)	3,700	3,700	0	0	2,073	56	4,100
VDOT TEA 21 Grant	0	726,320	0	0	121,255	17	726,320
VDOT LAP Funding	0	751,758	0	0	119,239	16	751,760
Federal Transit Revenue	78,300	78,300	2,663	3	25,996	33	78,300
Federal/Byrne Justice Grant	4,000	4,000	0	0	4,538	113	4,500
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	409	4	1,581	16	10,000
Misc. - Cash Discounts	200	200	20	10	105	52	200

Town of Altavista
FY 2014 Revenue Report
75% of Year Lapsed

General Fund Revenue (Continued)	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	48,000	3,659	8	61,214	128	62,000
Misc. - State Forfeiture Fund	0	0	342	0	8,657	0	0
Misc. - Federal Forfeiture Fund			495		2,562		0
Transfer In from General Fund (C.I.P.)	0	23,007	0	0	0	0	0
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	224,922	0	0	0	0	172,260
	<u>3,975,710</u>	<u>5,736,717</u>	<u>229,506</u>	<u>4.00</u>	<u>3,701,126</u>	<u>64.52</u>	<u>5,811,290</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
75% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,667,080	5,974,737	359,324	6	3,761,194	63	5,767,020
Debt Service	0	0	0	0	0	0	0
CIP	686,400	3,354,150	342	0	1,385,324	41	3,399,150
Transfer Out to General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>338,750</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>7,193,510</u>	<u>9,418,887</u>	<u>359,666</u>	<u>4</u>	<u>5,162,768</u>	<u>55</u>	<u>9,256,170</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
75% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	33,530	33,530	1,749	5	20,002	60	33,930
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,530</u>	<u>33,530</u>	<u>1,749</u>	<u>5</u>	<u>20,002</u>	<u>60</u>	<u>33,930</u>
Administration							
Operations	709,900	723,157	65,444	9	539,937	75	727,550
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>
Administration - TOTAL:	<u>716,900</u>	<u>730,157</u>	<u>65,444</u>	<u>9</u>	<u>539,937</u>	<u>74</u>	<u>734,550</u>
Non-Departmental							
Operations	865,580	866,580	16,250	2	256,654	30	1,200,240
Transfer Out to Cemetery Fund	-31,200	-31,200	0	0	0	0	-30,820
Transfer Out to Enterprise Fund	0	-412,280	0	0	0	0	-716,970
Transfer Out to General Fund Reserve	-411,280	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>-16,250</u>	<u>25</u>	<u>-48,750</u>	<u>75</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>358,100</u>	<u>358,100</u>	<u>0</u>	<u>0</u>	<u>207,904</u>	<u>58</u>	<u>387,450</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>6,000</u>	<u>1,681,000</u>	<u>342</u>	<u>0</u>	<u>675,329</u>	<u>40</u>	<u>1,681,000</u>
Non-Departmental - TOTAL:	<u>364,100</u>	<u>2,039,100</u>	<u>342</u>	<u>0</u>	<u>883,233</u>	<u>43</u>	<u>2,068,450</u>
Public Safety							
Operations	918,180	918,180	55,891	6	559,000	61	785,750
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>58,250</u>	<u>0</u>	<u>0</u>	<u>5,665</u>	<u>10</u>	<u>26,250</u>
Public Safety - TOTAL:	<u>966,680</u>	<u>976,430</u>	<u>55,891</u>	<u>6</u>	<u>564,664</u>	<u>58</u>	<u>812,000</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
75% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	954,400	954,400	51,968	5	562,792	59	840,750
Debt Service	0	0	0	0	0	0	0
CIP	40,000	68,000	0	0	67,756	100	80,000
Public Works - TOTAL:	<u>994,400</u>	<u>1,022,400</u>	<u>51,968</u>	<u>5</u>	<u>630,548</u>	<u>62</u>	<u>920,750</u>
Economic Development							
Operations	133,320	168,320	6,467	4	83,564	50	168,320
CIP	129,400	129,400	0	0	244,124	0	129,400
Economic Development - TOTAL:	<u>262,720</u>	<u>297,720</u>	<u>6,467</u>	<u>2</u>	<u>107,976</u>	<u>36</u>	<u>297,720</u>
Transit System							
Operations	85,400	85,400	5,087	6	59,226	69	86,600
Debt Service	0	0	0	0	0	0	0
CIP	44,500	44,500	0	0	25,614	58	44,500
Transit System - TOTAL:	<u>129,900</u>	<u>129,900</u>	<u>5,087</u>	<u>4</u>	<u>84,840</u>	<u>65</u>	<u>131,100</u>
GENERAL FUND TOTALS							
Operations	3,192,830	3,241,087	186,607	6	2,032,424	63	3,030,350
Debt Service	0	0	0	0	0	0	0
CIP	275,400	1,988,150	342	0	798,776	40	1,968,150
GENERAL FUND - GRAND TOTAL:	<u>3,468,230</u>	<u>5,229,237</u>	<u>186,948</u>	<u>4</u>	<u>2,831,200</u>	<u>54</u>	<u>4,998,500</u>

Town of Altavista
Council / Planning Commission
FY 2014 Expenditure Report
75% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	15,744	75	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	0	0	514	6	8,000
Other Charges	4,530	4,530	0	0	3,744	83	4,930
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	33,530	33,530	1,749	5	20,002	60	33,930

Town of Altavista
Administration
FY 2014 Expenditure Report
75% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	399,600	399,600	35,607	9	291,343	73	399,600
Other Employee Benefits	18,000	18,000	0	0	10,029	56	18,000
Services	145,300	145,300	6,654	5	116,966	80	145,800
Other Charges	119,900	133,157	20,702	16	103,400	78	137,050
Materials & Supplies	27,100	27,100	2,481	9	18,198	67	27,100
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	716,900	730,157	65,444	9	539,937	74	734,550

Town of Altavista
Non-Departmental
FY 2014 Expenditure Report
75% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<u>NON-DEPARTMENTAL - FUND 10</u>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	48,600	48,600	0	0	48,913	101	76,550
<i>Campbell County Treasurer</i>			0	0	30,845	0	30,850
<i>USDA Assistance</i>	0	0	0	0	210	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	2,500
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	15,000	75	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	300
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	358	72	400
Contribution - Altavista EMS	11,100	11,100	0	0	0	0	11,100
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	52,000	0	0	10,000	19	52,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	9,100	9,100	0	0	10,539	116	10,500
Contribution - Avoca	16,900	16,900	0	0	12,675	75	16,900
Contribution - Altavista On Track (MS)	85,000	85,000	0	0	26,250	31	85,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	323,700	323,700	0	0	183,377	57	353,050
NON-DEPARTMENTAL - Non-Departmental							
Fuel - Fire Company	5,000	5,000	0	0	2,411	48	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	0	0	2,411	48	5,000
NON-DEPARTMENTAL - SUBTOTAL	328,700	328,700	0	0	185,787	57	358,050
TRANSFER OUT							
Transfer Out - Cemetery Fund	31,200	31,200	0	0	0	0	30,820
Transfer Out - Enterprise Fund	0	412,280	0	0	0	0	716,970

Town of Altavista
Non-Departmental
FY 2014 Expenditure Report
75% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	48,750	75	65,000
TRANSFER OUT - TOTAL	507,480	508,480	16,250	3	48,750	10	812,790
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	0	0	22,116	75	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	0	0	22,116	75	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	865,580	866,580	16,250	2	256,654	30	1,200,240
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	907,900	342	0	490,520	54	907,900
Replacement Other than Buildings (Avoca)	6,000	6,000	0	0	3,982	66	6,000
Replacement Other than Buildings (VDOT LAP)	0	767,100	0	0	180,826	24	767,100
CAPITAL OUTLAY -TOTAL	6,000	1,681,000	342	0	675,329	40	1,681,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	871,580	2,547,580	16,592	1	931,983	37	2,881,240
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,100	2,039,100	342	0	883,233	43	2,068,450

Town of Altavista
Public Safety
FY 2014 Expenditure Report
75% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
<u>PUBLIC SAFETY - FUND 10</u>							
Wages & Benefits	785,680	785,680	50,946	6	482,284	61	656,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	5,900	5,900	0	0	3,345	57	5,900
Other Charges	40,300	40,300	2,073	5	25,471	63	37,350
Materials & Supplies	86,300	86,300	2,872	3	47,900	56	86,300
Capital Outlay	48,500	58,250	0	0	5,665	10	26,250
Total Expenditures	966,680	976,430	55,891	6	564,664	58	812,000

Town of Altavista
Public Works
FY 2014 Expenditure Report
75% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	673,300	673,300	33,411	5	398,595	59	555,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,500	8,500	794	9	4,985	59	8,500
Other Charges	25,600	25,600	3,854	15	16,888	66	25,600
Materials & Supplies	247,000	247,000	13,910	6	142,324	58	251,650
Debt Service	0	0	0	0	0	0	0
Capital Outlay	40,000	68,000	0	0	67,756	100	80,000
Total Expenditures	994,400	1,022,400	51,968	5	630,548	62	920,750

Town of Altavista
Economic Development
FY 2014 Expenditure Report
75% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	77,800	77,800	6,025	8	56,898	73	77,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	14,700	49,700	0	0	15,264	31	49,700
Other Charges	35,320	35,320	353	1	11,161	32	35,320
Materials & Supplies	5,500	5,500	90	2	240	4	5,500
Capital Outlay	129,400	129,400	0	0	24,412	19	129,400
Total Expenditures	262,720	297,720	6,467	2	107,976	36	297,720

Town of Altavista
Transit System
FY 2014 Expenditure Repost
75% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	57,700	57,700	4,607	8	41,592	72	57,700
Services	3,500	3,500	0	0	333	10	3,300
Other Charges	4,000	4,000	343	9	2,601	65	4,000
Materials & Supplies	20,200	20,200	137	1	14,700	73	21,600
Capital Outlay	44,500	44,500	0	0	25,614	58	44,500
Total Expenditures	129,900	129,900	5,087	4	84,840	65	131,100

Town of Altavista
FY 2014 Revenue Report
75% of Year Lapsed

Enterprise Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,000	4,000	193	5	1,824	46	2,200
Water Charges - Industrial	825,400	825,400	64,291	8	569,808	69	825,400
Water Charges - Business/Residential	229,700	229,700	46,564	20	188,499	82	229,700
Water Charges - Outside Community	147,700	147,700	15,443	10	94,040	64	147,700
Water Charges - Water Connection Fees	1,200	1,200	0	0	2,903	242	2,900
Sewer Charges - Industrial	1,100,000	1,100,000	90,231	8	768,161	70	1,100,000
Sewer Charges - Business/Residential	229,200	229,200	46,813	20	187,219	82	229,200
Sewer Charges - Outside Community	1,900	1,900	534	28	1,391	73	1,900
Sewer Charges - Sewer Connection Fees	4,000	4,000	0	0	2,600	65	4,000
Sewer Charges - Sewer Surcharges	45,000	45,000	8,610	19	46,123	102	46,500
Charges for Service - Water/Sewer Penalties	3,500	3,500	0	0	3,413	98	3,600
Misc. Cash Discounts	200	200	4	2	16	8	200
Misc. Sale of Supplies & Materials	1,000	1,000	0	0	319	32	500
Miscellaneous	30,000	30,000	2,056	7	29,156	97	30,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	237,870	0	0	0	0	0
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	0	412,280	0	0	0	0	716,970
ENTERPRISE FUND - REVENUE:	<u>2,622,800</u>	<u>3,272,950</u>	<u>274,738</u>	<u>8</u>	<u>1,895,472</u>	<u>58</u>	<u>3,340,770</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
75% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	885,900	890,900	69,768	8	622,122	70	893,410
Debt Service	0	0	0	0	0	0	0
CIP	135,000	466,200	0	0	353,825	76	531,200
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,190,275</u>	<u>1,357,100</u>	<u>69,768</u>	<u>5</u>	<u>975,947</u>	<u>72</u>	<u>1,424,610</u>
Wastewater Department							
Operations	1,137,150	1,166,050	80,385	7	751,952	64	1,166,360
Debt Service	0	0	0	0	0	0	0
CIP	126,000	749,800	0	0	232,723	31	749,800
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,432,525</u>	<u>1,915,850</u>	<u>80,385</u>	<u>4</u>	<u>984,675</u>	<u>51</u>	<u>1,916,160</u>
ENTERPRISE FUND TOTAL							
Operations	2,023,050	2,056,950	150,154	7	1,374,074	67	2,059,770
Debt Service	0	0	0	0	0	0	0
CIP	<u>261,000</u>	<u>1,216,000</u>	<u>0</u>	<u>0</u>	<u>586,548</u>	<u>48</u>	<u>1,281,000</u>
Transfer Out	<u>338,750</u>	<u>0</u>					<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,622,800</u>	<u>3,272,950</u>	<u>150,154</u>	<u>5</u>	<u>1,960,622</u>	<u>60</u>	<u>3,340,770</u>

Town of Altavista
Water Department
FY 2014 Expenditure Report
75% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	526,200	526,200	37,511	7	375,808	71	529,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	38,450	43,450	2,990	7	22,614	52	43,450
Other Charges	162,250	162,250	14,709	9	111,340	69	161,250
Materials & Supplies	159,000	159,000	14,558	9	112,359	71	159,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	135,000	466,200	0	0	353,825	76	531,200
Transfer Out to Reserves	169,375	0					0
Total Expenditures	1,190,275	1,357,100	69,768	5	975,947	72	1,424,610

Town of Altavista
Wastewater Department
FY 2014 Expenditure Report
75% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	643,900	643,900	45,397	7	451,021	70	644,210
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,850	41,750	7,757	19	14,254	34	41,750
Other Charges	311,800	311,800	22,768	7	208,668	67	311,800
Materials & Supplies	168,600	168,600	4,463	3	78,009	46	168,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	126,000	749,800	0	0	232,723	31	749,800
Transfer Out	169,375	0					0
Total Expenditures	1,432,525	1,915,850	80,385	4	984,675	51	1,916,160

Town of Altavista
Fund Expenditure Totals
FY 2014
75% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	420,000	645,500	18,931	3	331,116	51	645,500
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>18,931</u>	<u>2</u>	<u>331,116</u>	<u>42</u>	<u>795,500</u>

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Operations							
Cemetery - Operations - Total:	31,200	31,200	3,633	12	23,579	76	31,400
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>3,633</u>	<u>6</u>	<u>23,579</u>	<u>42</u>	<u>56,400</u>

Town of Altavista
FY 2014 State/Highway Fund
75% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	570,000	570,000	150,629	26	451,888	79	570,000
Street & Highway Maintenance/Carry Over	0	225,500	0	0	0	0	225,500
Street & Highway Maintenance/Cash Discount	0	0	3.87	0	24.48	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>150,633</u>	<u>19</u>	<u>451,912</u>	<u>57</u>	<u>795,500</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	26,000	54,100	2,428	4	11,372	21	54,100
Maintenance - Pavement	162,200	307,565	170	0	149,888	49	307,565
Maintenance - Traffic Control Devices	56,800	56,800	3,969	7	33,429	59	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	56,000	3,781	7	35,913	64	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	6,102	12	32,179	64	50,000
General Admin. & Misc. - Miscellaneous	75,000	111,035	2,482	2	68,336	62	111,035
State/Highway Reimb. Fund - Subtotal:	<u>420,000</u>	<u>645,500</u>	<u>18,931</u>	<u>3</u>	<u>331,116</u>	<u>51</u>	<u>645,500</u>
Improvements Other Than Buildings - New Engineering - New	150,000	150,000	0	0	0	0	150,000
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	150,000	150,000	0	0	0	0	150,000
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>18,931</u>	<u>2</u>	<u>331,116</u>	<u>42</u>	<u>795,500</u>

Town of Altavista
FY 2014 Cemetery Fund
75% of Year Lapsed

Cemetery Fund - Fund 90	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	3,250	22	12,750	85	15,000
Interest/Interest Income	6,000	6,000	2,199	37	6,504	108	6,580
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>31,200</u>	<u>31,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,820</u>
Cemetery Fund - GRAND TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>5,449</u>	<u>10</u>	<u>21,854</u>	<u>39</u>	<u>56,400</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	2,147	23	9,649	102	9,500
Salaries and Wages/Overtime	500	500	60	12	703	141	700
Benefits/FICA	800	800	158	20	736	92	800
Benefits/VRS	1,100	1,100	255	23	1,021	93	1,100
Benefits/Medical Insurance is pre-paid	1,100	1,100	294	27	1,162	106	1,100
Benefits/Group Life	200	200	28	14	109	55	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	691	4	10,199	57	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>3,633</u>	<u>6</u>	<u>23,579</u>	<u>42</u>	<u>56,400</u>

Town of Altavista

Grand Total of all Investments and Deposits

Balance as of March 31, 2014

\$ 12,098,215.39

Non-Specific

Green Hill Cemetery 498,468.63

General Fund Reserves

Capital Improvement Program Reserves

3,070,606.08

Altavista EDA Funding 288,368.69 *

VDOT TEA 21 Enhancement Match 309,000.00

597,368.69

Enterprise Fund Reserves

Capital Improvement Program Reserves

185,340.55

PCB Remediation 626,288.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 17,272.13

Train Station 2,266.29

Public Funds Money Market Accounts

6,537,185.70

Operating Checking Account (Reconciled Balance) **560,510.17**

DESIGNATED FUNDS 2,305,083.06

Reserve Policy Funds (This figure changes annually w/audit)

UNDESIGNATED FUNDS

9,793,132.33

-6,142,695.00

3,650,437.33

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
Policy \$	4,827,099	1,315,596	6,142,695

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Earmarked for Final Downtown Map-21 Project

-77,600.00

Transfer of excess funds from Operating Acct. to MM

-1,200,000.00

Transfer of excess funds from Operating Acct. to MM

-300,000.00

FY13 Carryover Needs

-2,754,785.00

Funding from VDOT and LAP from Downtown Projects

1,478,078.00

FY14 GF Projected Transfer out of Reserves to fund CIP

0.00

FY14 EF Projected Transfer out of Reserves to fund CIP

0.00

UNDESIGNATED RESERVE FUND BALANCE

612,130.33

TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Materials & Supplies / Train Station Supplies		
010-4101-601.60-34	\$ 4,650.00	
Train Station Account (Transfer Out)		\$ 2,260.00
General Fund Account (Transfer In)		
Transfer In from Reserves		\$ 2,390.00

Summary

Appropriate \$4,650 to be used for replacement of air-conditioning unit at the Train Station.
Per Council's direction at the February 11, 2014 meeting.

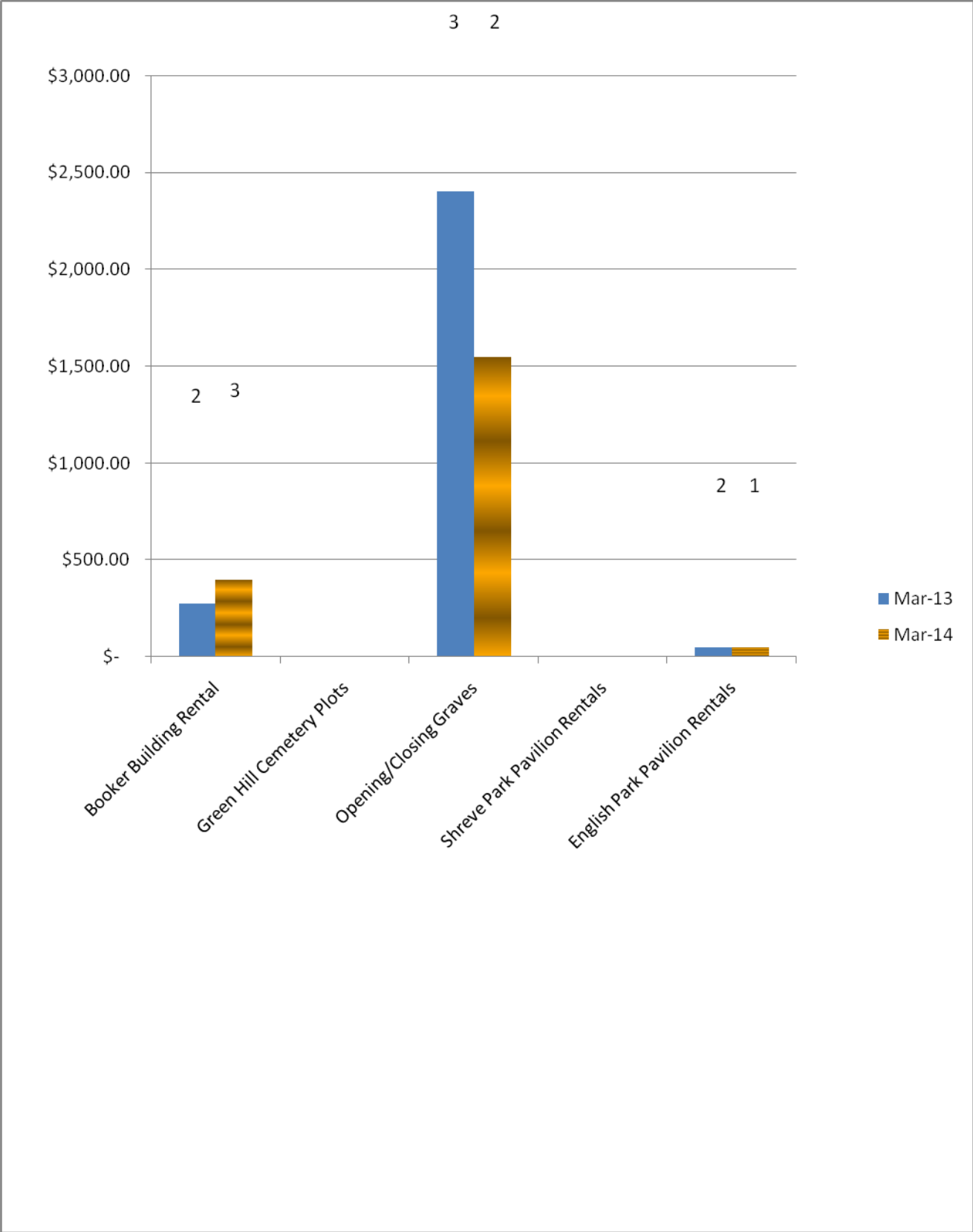
Budget Impact

This will result in a net increase to the budget of \$4,650.00, however, funds will be transferred in from the Train Station Savings Account to the General Fund Operating Account in the amount of \$2,266.29 plus interest to cover a portion of the expenditure. The remaining funds will be transferred in from Reserves if needed.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 8th day of April, 2014

~ Administration ~



Town of Altavista

Monthly Business Activity Report

Date 3/31/2014

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Open Date
James Leslie Hall	1990 Northgate Commerce Pkwy Suffolk VA 23435	Allfirst LLC	contractor	3/1/2014
Tony Chriscoe	209 Art Bryan Dr Asheboro NC 27203	Mastec North America Inc	contractor	3/20/2014
John McDonald	10343 B Kings Acres Rd Ashland VA 23005	VSC Fire & Security Inc	contractor	3/3/2014

CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Close Date

Monthly Report to Council

Date: April 8, 2014
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: March Activity

1. Zoning/Code Related Matters:

5-Mar	011-014	Witt Builders INC. 1225 Wards Road	Renovations- overhead doors at PW Building
6-Mar	012-14	WEM Masonry INC, 580 Rhonda Rd. Rustburg	New front porch at 212 Ogden Rd.
18-Mar	012-14	Michelle Moore, Gretna Rd. VA 24557	New Business, Cloud 9 Massage- 621 Broad Street
20-Mar	013-14	Arleatha Payne 704 11th Street	12'x16' detached Garage
24-Mar	014-14	Ascension Builders, Goode VA	Covered porch 8'x15' 910 7th
27-Mar	015-14	Campbell County 34 Communication Ln, Rustburg	Replace 10x14' shed at Melinda Dr. Water Tank

2. Site Plans Reviewed and/or Approved:

- Approved survey to combine lots at unopened end of Valley View Drive.
- Approved resurvey of parcels owned by Marcus and Patricia Conner at 1101 and 1103 Broad Street.

3. Planning Commission (PC) Related:

- Prepared agenda and packets for April meeting held on March 31, 2014 meeting. Provided final draft to PC, which was adopted and provided to Town Council.
- Met with Scott Smith regarding Design Guidelines.

4. AOT Related

- Chauffeured group from AOT to Richmond for awards luncheon. Altavista recognized for milestone for volunteer hours.

5. ACTS Relate

- Completed March billing reimbursement request to DRPT for operations.
- Campbell Co required an asbestos letter prior to issuing a permit for the garage doors. ECS, out of Roanoke, tested the poured insulation and found that it contained less than 1% asbestos; however, EPA regulations require professional removal. This was scheduled to be completed April 1st and construction on the door, April 2nd.
- Validated daily ridership and revenue for bus system- see bus report.
- Completed online February monthly reporting to DRPT.
- Scheduled quarterly FTA Drug and Alcohol testing for both PW and ACTS.
- Attended CTAV Board meeting in South Hill.

6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for April
- Certified January monthly bank statements.
- Continued to manage the streetscape and infrastructure project with VCP. ‘Substantial Completion’ punch list nearly completed with 30-days ending on April 3. Paving is moving forward and may be completed, weather permitting, by the time Council receives this report. Once paving is completed VCP will close 7th Street north of the intersection with Pittsylvania Avenue to install the crosswalk. There is a water issue between the Blanks and Critchley property that will be addressed once paving is completed.
- Continued additional responsibilities as acting Public Works Director for month of March. Oversaw PW operations including weekly staff meetings with supervisors. See PW report for details of work completed for month of March.
- Developed agenda for Recreation Committee meeting and staffed meeting. Drafted recommendation to Town Council for park road.
- Attended TC meeting.
- Met with PD and Town Manager to work on downtown parking plan
- Purchased new phones for Administrative staff in PD, Administration, and PW
- Attended luncheon for regional assistants and deputies.

MEMO

To: Mayor Mattox & Members of Town Council
Fr: Megan A. Lucas, Economic Development Dir.
Date: April 2014
Re: Activity Report encompassing **March 2014**

Below are my activities relating to the AEDA's six components for the first year action plan.

✓ **Capacity Building** – Establish a full-time economic developer position, in January, 2012. **Status: complete**

1. **Networking** – The economic development director will build relationships with local (Altavista Area Chamber of Commerce, Altavista On Track, Virginia Technical Institute, etc.), regional (Region 2000, utilities, CVCC, CAER, etc.), and statewide (Virginia Economic Development Partnerships, Tobacco Commission, etc.) organizations that will assist and support Altavista economic development with different resources **Status: Active**

Lynchburg Chamber Biz Forward Meeting
Meeting with Echelon
Conference Call VEDP
ACoC Industry HR Lunch
Town Council Closed Session
IEDC Pop-up Webinar
AEDA Board Meeting
Conference Call with Brad Belo, Main St. Assoc

AOT Board Meeting
AOT Planning Meeting X3
Region 2000 Economic Dev. Meeting
Lunch & Tour with Life Focus
Community Leaders Coffee with US Sen. Warner
Lunch with Chamber, Avoca, AOT
Meeting with USDA Joe Boatwright x2

2. **Existing Business Retention and Expansion** - An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs in the first year. **Status: Active** working on one expansion at this time and one new prospect continually talking with existing industry Plant Managers. Had a meeting with a member of the Schwarz & Schwarz team regarding the former Lane facility we should see some progress regarding re-development in the next 6 months.
3. **Develop Products**—Procure by purchase and/or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and/or new businesses). Broaden local incentives.
Status: Active, AEDA hired Gay and Neal to evaluate industrial sites phase one of this process will be complete in by the end of March.
 - **USDA Revolving Loan Fund Grant** – we are applying for a USDA grant to establish a low interest revolving loan fund to serve as incentive and gap financing for business and industry growing, expanding, selecting Altavista. The grant amount is \$99,500 we are required to contribute some of our own funds to the RLF a proposal will be forthcoming.
4. **Marketing** – Develop the following plan fundamentals in the first year: (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing businesses to identify prospects; and (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. **Status: Active**
 - Hired Brand Acceleration to design our business brand, logo and website, established web address AltavistaVA.com, reviewing site content version three, gathering photos for the site and **logo selected** stay tune.
 - Developing plan for community-wide marketing campaign.
5. **Encourage Entrepreneurism** – Pursue agreements with Virginia Technical Institute for use of vacant space and with Chamber of Commerce and the Business Development Center for technical support to aid new or early stage small businesses with growth potential. **Status: active**.
 - Working with AOT to coordinate “Pop Up Altavista” a small business plan competition focused on igniting new business development in vacant store fronts. Hosted “Pop-Up” webinar. AOT and Chamber members are going to Marion VA to learn more about how they planned and implemented their “pop-up” program.



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF MARCH, 2014

CRIME STATISTICS – March 1, 2014 thru March 31, 2014

Crimes Against Persons

For the Month of March, the Town of Altavista Community experienced 3 incidents or a 40% decrease of Crimes Against Persons compared to 5 incidents last year during the same time duration.

- 3 Simple Assaults

Property Crimes

For the Month of March, the Town of Altavista Community experienced 11 incidents or a 266.67% increase of Property Crimes compared to 3 incidents last year during the same time duration.

- 1 Burglary/Breaking & Entering
- 1 Shoplifting
- 2 Destruction/Damage/Vandalism of Property
- 2 Theft from Building
- 1 Theft From Motor Vehicle
- 4 All Other Larceny

Quality of Life Crimes

For the Month of March, the Town of Altavista Community experienced 55 incidents or a 44.74% decrease of Quality of Life Crimes compared to 38 incidents last year during the same time duration.

- 3 Drunkenness
- 45 Drug/Narcotic Violations
- 7 All Other Offenses

CRIME STATISTICS - January 1, 2014 thru December 31, 2014 Y.T.D.

Year to date, the Town of Altavista experienced 15 incidents or a 7.14% increase of Crimes Against Persons compared to 14 incidents last year during the same time duration.

- 1 Robbery
- 5 Aggravated Assault
- 9 Simple Assault



Year to date, the Town of Altavista experienced 24 incidents or a 33.33% increase of Property Crimes compared to 18 incidents last year during the same time duration.

- 3 Breaking & Entering
- 5 Shoplifting
- 2 Theft From Motor Vehicle
- 5 Destruction of Property/Vandalism
- 1 Motor Vehicle Theft
- 2 Counterfeiting/Forgery
- 2 Theft From Building
- 4 All Other Larceny

Year to date, the Town of Altavista experienced 70 incidents or a 20.69% increase of Quality of Life Crimes compared to 58 incidents last year during the same time duration.

- 1 Weapon Law Violation
- 45 Drug/Narcotic Violations
- 1 Driving under the Influence
- 2 Trespass of Real Property
- 16 All Other Offenses
- 4 Drunkenness
- 1 Family Offenses, Nonviolent

Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of March, the Town of Altavista Community experienced 14 incidents or a 75.00% increase in Major Crimes compared to 8 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 39 incidents or a 21.9% increase in Major Crimes compared to 32 incidents last year during the same time duration.

The above statistics depict "Drug/Narcotic Violations" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of March.

CALLS FOR SERVICE - March 1, 2014 thru March 31, 2014

The Altavista Police Department was dispatched to 362 Calls for Service or a 14.64% increase compared to 309 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2014 thru December 31, 2014- Y.T.D.

The Altavista Police Department was dispatched to 1003 Calls for Service or an 11.56% increase compared to 887 C.F.S. last year during the same time duration.



CRIMINAL ARRESTS EXECUTED - March 1, 2014 thru March 31, 2014

The A.P.D. executed 58 criminal arrests or a 10.8% decrease compared to 65 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED - January 1, 2014 thru December 31, 2014- Y.T.D.

The A.P.D. executed 86 criminal arrests or an 8.5% decrease compared to 94 criminal arrests last year during the same duration.

TRAFFIC CITATIONS ISSUED - March 1, 2014 thru March 31, 2014

The A.P.D. issued 18 traffic summons or a 58.13% decrease compared to 43 traffic summons issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2014 thru December 31, 2014 Y.T.D.

The A.P.D. issued 51 traffic summons or a 53.63% decrease compared to 110 traffic summons issued last year during the same time duration.

OFFICER OF THE MONTH – March, 2014

The Altavista Police Department has selected Officer J. T. Goggins as Officer of the Month for March. Officer Goggins led the department in criminal arrests and traffic enforcement. Officer Goggins continuously shows himself to be a dedicated and proactive officer. Officer Goggins focuses on identified problem areas and applies enforcement efforts fairly and consistently to alleviate problems and address citizen concerns. He does all of this while maintaining a friendly, outgoing and approachable demeanor. Officer Goggins also readily assists other officers with their case investigations, most times of his own initiative. Officer Goggins has shown himself to be an asset to the Town of Altavista and to this department.

PERSONNEL TRAINING

Fifty-eight (58) hours of training were afforded to police personnel during the month of March, 2014. Blocks of instruction pertained to the following training subjects: Canine Training, Motor Carrier In-Service, and other training.

WHAT'S NEW

The Motor Carrier Unit received a complaint from a citizen about tractor-trailers, carrying wood chips, which were using Bedford Ave in violation of the Town's agreement with Dominion Power. The citizen also advised that the "chip trucks" were traveling in excess of the posted speed limit and were using their engine compression brakes (commonly known as "jake" brakes), in violation of Town Ordinance. The Motor Carrier Unit conducted an investigation into this incident and was able to determine that the trucks in question belong to Pro Logging. Town Administration was notified of the results of the investigation in order to respond to the agreement violation. The Motor Carrier Unit also issued an advisory letter, which was sent by certified mail, to Pro Logging regarding the law violations. There have been no complaints of any further violations.



The Motor Carrier Unit conducted their annual In-Service training during the month of March. This training is mandated by Federal regulation as an ongoing part of the certification, and is provided with the assistance of the Virginia State Police. This training covers any changes to the inspection procedures, updates that the Out-of-Service criteria and the addition of any new inspection bulletins.

In the month of March, Altavista was ranked as one of the 30 safest “cities” in Virginia in a report released by Safewise. The report focused on “cities” with a population of more than 3,000 residents and compared them using 2012 FBI crime data. Altavista ranked 26th out of 30 and was one of the only “cities” in our area that was included on this list. This report was also featured on WSET.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

PUBLIC WORKS MONTHLY REPORT For: March 2014



WATER DISTRIBUTION MAINTENANCE REPORT – PUBLIC WORKS (March 2014)

Work Order ID	Location	Status	Description	Start Date	Actual Completion Date
2563	Bedford Pump Station	Closed Work Orders	Water Maintenance	3/6/2014	3/6/2014
2641	29 Dowdy Ridge	Work In Progress	Water leak on service.	3/19/2014	
2684	1828 Tardy Mtn Road	Work In Progress	Repair water service.	3/28/2014	
2696	Town Wide	Work In Progress	Weekly - Miss Utility Weekly - Refer to PM schedule details.	3/31/2014	
2662	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	3/24/2014	3/31/2014
2674	1503 Main St.	Closed Work Orders	Repair water leak called in by Eddie @Chandler Concrete.	3/25/2014	3/27/2014
2539	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	3/3/2014	3/11/2014
2562	Intersection of Beverly Hgts and Bedford Ave.	Closed Work Orders	Possible water leak.	3/6/2014	3/6/2014
2565	1311 3rd St.	Closed Work Orders	Water Maintenance	3/6/2014	3/6/2014
2577	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	3/10/2014	3/17/2014
2592	505 7th St.	Closed Work Orders	Possible water leak at Dr. West office per Cheryl @ Town Hall.	3/11/2014	3/13/2014
2622	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	3/17/2014	3/21/2014

SEWER COLLECTION MAINTENANCE REPORT – PUBLIC WORKS (March 2014)

Work Order ID	Location	Status	Description	Start Date	Actual Completion Date
2564	Main St. & Pittsylvania Ave.	Closed Work Orders	Streetscape Project - Checking sewer manhole lids.	3/6/2014	3/6/2014
2579	7th Street	Closed Work Orders	Sewer Line Inspection - Main Line	3/10/2014	3/11/2014
2593	Town Wide	Closed Work Orders	Video sewer lateral.	3/11/2014	3/14/2014
2594	1311 3rd Street	Closed Work Orders	Equipment maintenance to video camera and computer.	3/11/2014	3/13/2014
2614	121 River Rd.	Closed Work Orders	Resident having problems with septic tank. Located lateral clean out and flagged for contractors if they decide to connect. Connection and availability fee was paid by previous owner per Cheryl.	3/14/2014	3/14/2014
2651	1408 Hillcrest St.	Closed Work Orders	Install sewer clean out.	3/21/2014	3/27/2014

GREEN HILL CEMETERY – PUBLIC WORKS (March 2014)

Work Order ID	Location	Status	Description	Date	Actual Completion Date
2580	Green Hill Cemetery	Closed Work Orders	Burial - James Prebble Open/Close Grave	3/10/2014	3/11/2014
2650	Green Hill Cemetery	Closed Work Orders	Burial - Rudy Burgess - Open/Close Grave	3/21/2014	3/24/2014

RECYCLING REPORT (Altavista Commons Drop Off Location)

(Through March 2014)

		Charges	Payment	Revenue	Rev. %
	FY2014				
	Jul-13	740.00	589.85	150.15	20.29%
	Aug-13	620.00	569.00	51.00	8.23%
	Sep-13	620.00	620.00	0.00	0.00%
	Oct-13	740.00	677.15	62.85	8.49%
	Nov-13	620.00	537.65	82.35	13.28%
	Dec-13	740.00	740.00	0.00	0.00%
	Jan-13	620.00	573.90	46.10	7.44%
	Feb-13	620.00	592.75	27.25	4.40%
	Mar-13	620.00		620.00	100.00%
		<u>Charges</u>	<u>Payment</u>	<u>Revenue</u>	<u>Rev. %</u>
FY2014	MTD Total:	5,940.00	4,900.30	1,039.70	17.50%
FY2013	MTD Total:	6,108.64	5,946.34	162.30	2.66%
	<i>Year Total:</i>	<i>8,088.64</i>	<i>7,871.54</i>	<i>217.10</i>	<i>2.68%</i>
FY2012	MTD Total:	5,940.00	5,097.40	842.60	14.19%
	<i>Year Total:</i>	<i>7,920.00</i>	<i>6,946.00</i>	<i>974.00</i>	<i>12.30%</i>
FY2011	MTD Total:	5,940.00	5,242.18	697.82	11.75%
	<i>Year Total:</i>	<i>7,920.00</i>	<i>6,965.27</i>	<i>954.73</i>	<i>12.05%</i>
FY2010	MTD Total:	5,700.00	5,008.40	691.60	12.13%
	<i>Year Total:</i>	<i>7,680.00</i>	<i>5,852.45</i>	<i>1,827.55</i>	<i>23.80%</i>

MICELLANEOUS FUNCTIONS – PUBLIC WORKS (March 2014)

Description	Total Quantity
Asphalt Tonnage	3.50
Bags of Litter	32
Brush Collection Loads	8
Brush Collection Stops	71
Bulk Collection Stops	66
Bulk Collection Tonnage	13.95
Sweeping Miles	50
Miss Utility Tickets	23
Monthly Meters	61
Rereads-WM	1
Quarterly Meters	1,701
Rereads-WQ	63
Sewer (Video) Footage	1,611
Solid Waste Tonnage	67.51
Stock Pile Tonnage	48.88
Weekend Truck Tonnage	1.05

Transportation Department Monthly Report – March 2014

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily M.	Total Mil.
1-Mar	15	13	2		30	30	\$ 7.50	80	80
3-Mar	21	13	5	3	42	72	\$ 10.50	160	240
4-Mar	39	13	7	5	64	136	\$ 19.50	160	400
5-Mar	24	30	4	4	65	201	\$ 12.00	161	561
6-Mar	46	10	6		62	263	\$ 23.00	159	720
7-Mar	25	10	2	1	38	301	\$ 12.50	143	863
8-Mar	8	12	5		25	326	\$ 4.00	80	943
10-Mar	39	18	3	3	65	391	\$ 19.50	161	1104
11-Mar	35	11	8	4	60	451	\$ 17.50	162	1266
12-Mar	24	11	2	2	39	490	\$ 12.00	162	1428
13-Mar	37	9	7	4	59	549	\$ 18.50	161	1589
14-Mar	35	13	10	1	60	609	\$ 17.50	160	1749
15-Mar	16	3	4		23	632	\$ 8.00	80	1829
17-Mar	13	17	2	6	38	670	\$ 6.50	161	1990
18-Mar	22	16	3	2	43	713	\$ 11.00	159	2149
19-Mar	32	9	3	2	46	759	\$ 16.00	160	2309
20-Mar	36	17	6	4	63	822	\$ 18.00	163	2472
21-Mar	46	13	9	3	73	895	\$ 22.00	163	2635
22-Mar	11	13	3		27	922	\$ 3.50	80	2715
24-Mar	32	20	5	4	61	983	\$ 16.00	162	2877
25-Mar	11	7	2	4	25	1008	\$ 5.50	160	3037
26-Mar	33	15	3	4	57	1065	\$ 17.50	162	3199
27-Mar	24	12	3	6	45	1110	\$ 12.00	160	3359
28-Mar	31	14		1	46	1156	\$ 15.50	161	3520
29-Mar	19	9	2		30	1186	\$ 9.50	79	3599
31-Mar	37	25	6	5	73	1259	\$ 18.50	160	3759
	711	353	112	59	24				3759
	Total Riders to date:		7,990			Counter Sales	\$ 162.50		
	Total Revenue to Date		\$ 3,613.00			Total Month Revenue	\$ 516.00		
	Days Run-	23.5	Average daily riders	53.6					
	Total days run	138.5			Average daily riders YTD	58	TOTAL MILES	22,174	
			Total Monthly Token Sale	90					

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WASTEWATER

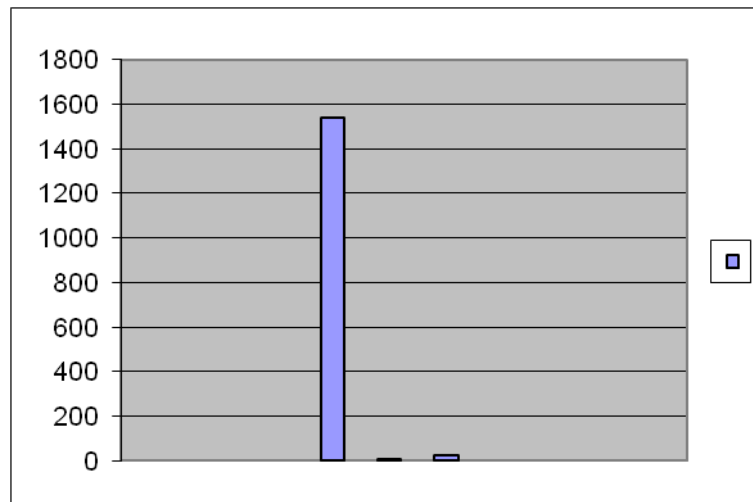
March 2014

SUMMARY

- FY2015 Budget Council work session
- Repaired Fax Line from Lab building to Admin. building
- Public Works / Utility Committee
- Annual Lab and Quality Manual Review and Inspection as required by DCLS
- Replaced Blower motor for Basins 3 & 4
- Meter Data Repaired and back in service
- Surge protection installed on signal lines for meter recorder
- Replaced Press cloths
- Met with representatives from Abbott Labs concerning pH issues
- Received shipment of Polymer
- New Employee started 2nd shift on 3/11/14
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 161 wet tons of sludge processed
- Treated 69.75 million gallons of water

March 2014

1539 Man Hours Worked
4 Sick Leave
27 Vacation Hours



Water Department Report March, 2014

Water Production:

Water Plant: 51.00 million gallons of raw water treated.

Water Plant: 37.00 million gallons of finished water delivered.

Mcminnis Spring: 9.2 million gallons of finished water treated.

Mcminnis Spring: average 299,000 gallons per day and run time hours 17 a day.

Reynolds Spring: 5.7 million gallons of finished water treated.

Reynolds Spring: average 183,000 gallons per day and run time hours 9 a day.

Water Purchased:

Campbell County Utility and Service Authority:

Water Sold:

Town of Hurt

Water Plant Averages for March, 2014:

Weekday: **17.0hrs** / day of production

1781,000 gallons treated / day

Weekends: **12.0hrs** / day of production

1,334,000 gallons treated / day

Special Projects:

- Increase run time for Abbott water use.
- Cleaned screens and well for Reed Creek pump station.
- Leak on Tardy Mountain Rd. repaired

Water Plant

- Working on CCR report.
- Working on C.I.P items.
- Planing to install new river pump.



Meeting Date: April 8, 2014

FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Thursday, March 27th to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: FY2015 Budget – Agency Requests

Following the March 24th Town Council Budget Work Session, the agency funding requests were forwarded to the Finance Committee for consideration. Based on discussion, the Committee recommends that the requests remain in the budget at this time and additional discussion be held, if necessary, as the process moves forward. At this time, the items are in the budget, so no action is necessary based on the Committee's discussion.

II: AOT Reorganization/Town Economic Development Office

Previously staff inquired of the Town Council as to their willingness to consider a request for the AOT staff member to become a part-time Town employee in the Economic Development Office. Council was favorable to looking at the feasibility of this proposal. At this time, the AOT Board has voted to proceed with implementation of this reorganization assuming that it can be endorsed by the Virginia Main Street program's overseeing agency, the Department of Housing and Community Development (DHCD). At this time a proposal is being reviewed by DHCD. Currently the Town budgets \$35,000 annually as a contribution to Altavista On Track (AOT) to assist with their operations, which includes the position. The proposal would utilize the existing funding of \$35,000, with \$30,000 for the part-time position and a few operational items and would provide a \$5,000 contribution to the AOT Board for items that would remain under their authority. Based on this proposal, staff recommended to the Committee that they give their approval of this reorganization, pending the approval of DHCD. Accordingly, the Committee recommends that Town Council approve the reorganization as outlined, if DHCD approves such action. If approved, staff will submit a job title, pay classification and job description for future approval.

POSSIBLE MOTION: *"I move that the AOT position be brought into the Town's Economic Development Office with \$30,000 of the annual contribution to AOT allocated to the departmental budget."*

III: Budget Amendments

Staff submitted the three attached budget amendments for the Finance/HR Committee to consider. The first budget amendment provides for the transfer of funds from the "Salaries and Wages/Regular" line item to the "Salaries and Wages – Overtime" line item in the amount of

\$3,500. With increased operational time to keep up with water demand, this increase is necessary. The current budget for this line item is \$25,000 with expenditures as of last payroll at \$26,300. The Committee recommends approval as presented.

POSSIBLE MOTION: *"I move that the budget amendment in the amount of \$3,500 for "Salaries & Wages/Overtime" be approved as presented."*

The second budget amendment provides for the transfer of funds from the Police Department's State Forfeiture Account to the General Fund's "Materials & Supplies/Drug Investigating" in the Police Department's budget in the amount of \$3,000. The current budget for this line item is \$10,000 and all money in that line item has been requested by the Police Department. The Committee recommends approval of the budget amendment, once the Police Committee has reviewed and endorsed." (Note: The Police Committee at their April 3rd meeting concurred with the Finance Committee's recommendation.)

POSSIBLE MOTION:"*I move that the budget amendment in the amount of \$3,000 for "Materials/Supplies/Drug Investigations" be approved as presented.*

The third budget amendment was addressed in the Consent Agenda portion of the budget as the Town Council had previously voted to approve the funds for the replacement of the HVAC unit at the Train Station. No action required as this was handled as a Consent Agenda item.

IV: Other Items/Updates *(Informational Only)*

- Employee Compensation Study: Staff is working on gathering information for the Committee regarding staff compensation as compared to other localities.
- Cemetery Perpetual Fund: Staff is reviewing how the funding earmarked for perpetual maintenance of the Greenhill Cemetery can be protected and invested.
- Next Finance/HR Committee Meeting: Thursday, April 24th at 8:15 AM in the large conference room of Town Hall.

Members Present: Dalton, Edwards and Ferguson

FY2015 Budget Agency Request

Attachment(s):

- ***List of Agency Funding Requests***

FY2015 Budget – Agency/Organization Requests

<u>AGENCY</u>	<u>REQUEST</u>	<u>ITEM/PROGRAM</u>	<u>FY2014 FUNDING LEVEL</u>
Altavista EMS	\$50,000	Replacement of ambulance	\$11,100
Avoca	\$46,300 Operations \$59,000 CIP	CIP: Painting of exterior of the house and outbuildings	\$46,300 Operations \$6,000 CIP
Altavista Senior Center	\$1,000	Operations of center	\$1,000
Altavista Area YMCA	\$100,000	Operations of programs (sports, aquatics, wellness, childcare, seniors and arts)	\$100,000
Altavista Area Chamber of Commerce	\$20,000 Operations \$20,000 UBD Sponsorship	Chamber operations "Seed money" for UBD	\$20,000 Operations \$20,000 UBD Sponsorship
Altavista On Track	\$35,000	Operations/Events	\$35,000
Region 2000 Small Business Development Center	\$2,500	Small business development activities	\$2,500
TOTAL:	<u>\$333,800</u>		<u>\$241,900</u>

AOT Reorganization/Town Economic Development Office

Attachment(s):

- ***Copy of Memorandum of Understanding submitted to DHCD by AOT.***

MEMEMORANDUM OF UNDERSTANDING

Altavista On Track Staff Position - Transition to Town of Altavista

The Town of Altavista proposes to add the position of the Executive Director/Manager of Altavista on Track (AOT), the Town's Virginia Main Street Program, as a town employee. This will include the advertising and hiring of a manager for Altavista on Track, as a part-time Town employee, retention of the program's 501 (c) 3 non-profit status, and all aspects of an independent Virginia Main Street Program. The current Board of Directors of Altavista on Track are favorable of this transition and an approval vote was taken on March 13, 2014.

We believe the timing is now right to affect this employee transfer into the Town's organizational structure, beginning in FY 2015. Since its inception, AOT has operated with a part-time Executive Director, and a 12-15 member Board of Directors, comprised of a broad spectrum of community leaders. It has been programmatically effective, but we have also had a turnover of directors. Positioning the AOT Executive Director within the Town's Economic Development Department, will provide an opportunity to further meet the mission and goals of AOT, and create long-term continuity and viability for our Main Street program. AOT's work will continue to focus on the goals and objectives established by the AOT Board and four traditional Main Street Committees, to promote revitalization and business retention.

The Town of Altavista Shall:

- Provide a competitive salary for a part-time, professional executive director position, at a minimum of 20 hours per week.
- Provide office space, telephone and computer equipment, and supplies necessary for the operation of a Main Street Program Office
- Provide direct supervision of the salaried position

The Altavista on Track Manager Position Shall:

- Facilitate and assist the AOT Board of Directors in the execution of the Altavista on Track program, including the development of an Annual Main Street Work Plan
- Coordinate adequate fundraising to provide a budget for projects, events, training, etc., as defined in the Annual Work Plan
- Assist the AOT Organization, Promotion, Economic Restructuring and Design Committees
- Recruit and oversee volunteer implementation of AOT events
- Continue all necessary administration of the organization, including the organization's 501 (c) 3 tax status and Virginia Main Street designation
- Ensure execution and maintenance of Main Street Program documents and reporting requirements

The AOT Board of Directors Shall:

- Manage the activities of the AOT organization, as a working, governing board, with its own bylaws, rules of operation, and budget
- Carry out its Main Street program mission, as outlined in the Main Street Checklist Guide for Board Responsibilities (attached)
- Have regular monthly meetings, with an advance agenda and regular distribution of minutes
- Maintain working committees that have regularly scheduled monthly meetings, with an advance agenda that addresses the committee work plan

This Transition will be Funded by:

- Retaining the Town's investment, which will be used for the AOT Manager's salary and training, and Board of Directors expenses (\$35,000)
- Providing office space, telephone and computer equipment and supplies (Estimated in-kind and actual at \$6,500/yr)
- Providing supervisory time equal to 15% of the Town's Economic Development Director salary (15% of full time annual salary = \$11,895)

Est. TOTAL Town Administrative Costs: \$53,395

Additional Program Funding will include:

- Annual AOT fundraising through community events and direct contributions (FY 2015 estimated fundraising = \$14,000)
- No Interest Façade Improvement Loan Program funded by Town of Altavista and administered by AOT (\$100,000, including \$50,000 former CDBG funding)

Est. TOTAL Programmatic Costs: \$114,000

Est. TOTAL Program-Related Budget: \$167,395

Waverly Coggsdale, Manager, Town of Altavista

William A. Smith, President, Altavista on Track

Budget Amendments

Attachment(s):

- ***Budget Amendment for Water Department “Overtime”***
- ***Budget Amendment for Police Department “Drug Investigations”***



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Water Department Salaries and Wages / Overtime 050-5001-701.10-04	\$ 3,500.00	
Water Department Salaries and Wages / Regular 050-5001-701.10-02		\$ 3,500.00

Summary

Requesting the redistribution of funds between the Salary & Wages / Regular line item and Salary & Wages / Overtime line item, be decreasing Regular and increasing Overtime.

Budget Impact

There is no fiscal impact to the budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 8th day of April, 2014

TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Materials & Supplies / Drug Investigating		
010-3101-501.60-16	\$ 3,000.00	

Summary

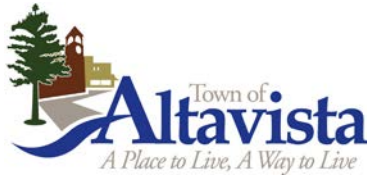
Appropriate \$3,000.00 to be used for drug investigations.

Budget Impact

This will result in a net increase to the budget of \$3,000.00, however, funds will be transferred in from the Police Department's State Forfeiture Account to the General Fund Operating Checking Account to cover the expenditure.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 8th day of April, 2014



POLICE/LEGISLATIVE COMMITTEE REPORT



The Police/Legislative Committee met on Thursday, April 3, 2014 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Accreditation process

The Committee has discussed the feasibility of continuing the process of state accreditation for the Altavista Police Department on several occasions, with no formal action by the Committee. Staff has been asked to do some research on several issues that were raised during the discussion.

II: Budget Amendment *(No Action Requested)*

The Committee concurred with the budget amendment requested by the Police Department for an additional \$3,000 for drug investigations. This item will be handled during the Finance Committee's report.

Members Present: Edwards, Emerson and George



PUBLIC WORKS/UTILITY COMMITTEE REPORT



The Public Works/Utility Committee met on Thursday, March 27th to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Recycling Curbside Pilot Plan consideration (Action Requested)

Several months ago, staff began looking at alternative sites for the "drop-off" recycling bins that are currently located at the Altavista Commons Shopping Center. Over the past few years the cost of the "drop off" recycling program has been an average of \$7,500, with \$1,600 of that being funded through a state "Litter Control Grant". During that discussion with Mr. Ben Updike of BSW, Inc, who provides the bins for our recycling efforts, he offered to present a proposal regarding a "pilot program" for curbside recycling. Attached is the proposal submitted by BSW, Inc. As indicated in the proposal, Recycle Easy (BSW, Inc.) would provide 96 gallon wheeled carts that would be utilized for comingled recyclables and picked up every other week. It is indicated that for this to become a viable business endeavor for BSW, Inc. a critical mass of 65 customers will be needed. The proposal seeks to begin the program utilizing the existing funds that are now being used for the "drop off " program to create interest by citizens that would like to participate. Ultimately, the proposal is designed to have citizens pay for the service, unless the Town is interested in offsetting some of the costs to reduce the costs for citizen participation. BSW, Inc. recognizes that individuals that do not live in town but are in close proximity may also be interested in participating in the service. These individuals would count toward the critical mass but the Town would not subsidize their participation. It is anticipated that it would take approximately two (2) months to implement the program. The Committee discussed the on-going issues with the current "drop off" site and that this would be the next evolution of recycling in our community and accordingly recommends that the "pilot program" as presented by BSW, Inc. be approved. (Attachment: Copy of proposal)

Possible Motion: "I move that the "pilot program" for curbside recycling presented by BSW, Inc. be approved for implementation."

II: WWTP Emergency Overflow Pond

The Committee discussed the on-going studies at the Town's Wastewater Treatment Plant's Overflow Pond associated with potential remediation options for the PCB contamination. Staff is continuing to proceed with construction of the "dike" that will be referred to as Plot 7 on the northern side of the pond and consist of plantings of "tree cuttings" to further explore the feasibility of phytoremediation at the site. The Committee has recommended that a "baseline" of the soil be established prior to construction, then soil samples be taken immediately after the Plot is constructed and on an annual basis after that. In addition, the Committee feels that Dr. Licht should be compensated for the visit in March, as well as the "cuttings" that he left for the Town.

Possible Motions: Per discussion.

III: Special Event Request – Altavista Fire Company

The Committee reviewed a Special Event Request made by the Altavista Fire Company, and decided to place this item under the New Business portion of the meeting agenda.

Members Present: Ferguson and Dalton

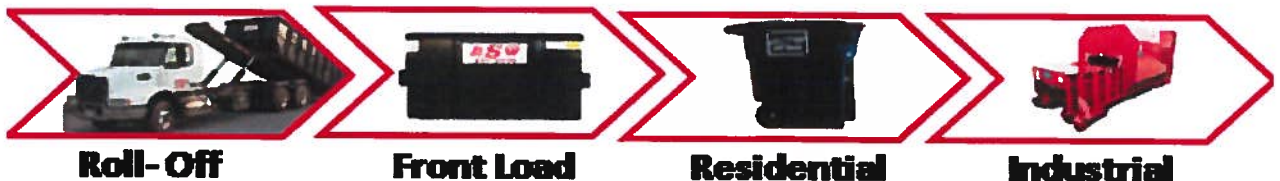
Friday, April 04, 2014**Town of Altavista Comingled Curbside Recycling Pilot**

All information contained in this proposal is to be considered proprietary to BSW, Inc.

Curbside Collection to be Established for Comingled Recycling in which BSW, Inc. doing business as Recycle Easy will provide 96 gallon wheeled carts sometimes known as "Toters" for every other week curbside pickup of in town residents. Recycle Easy is the BSW brand that originally brought curbside comingled recycling to the Greater Lynchburg area and information about collection and types of materials that can be deposited in can, no sorting required, can be found at www.recycleeasy.com.

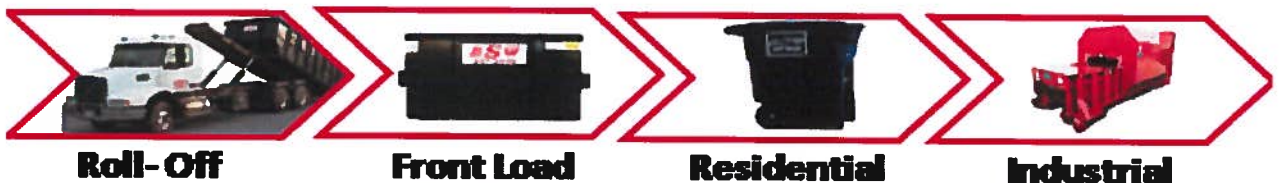
We propose that the current sort style divided recycling container at the Walmart on Clarion Road be eliminated and the funds allocated to that service be redirected to the pilot program described below. This program was developed to reach the following goals.

- 1) Ensure that Town funds are being used to provide the Town of Altavista residents the cleanest, easiest and most effective recycling program available
- 2) Address overflows of the existing container without increasing the cost to the town since other parties have been unwilling to contribute to the growing demand at the site
- 3) Provide a forward thinking solution that will generate a more comprehensive infrastructure for environmentally concerned townspeople and businesses to have affordable access to recycling service in the near to medium term
- 4) Limits or decreases the financial liability of the town while preserving the ability to return to the current system if the pilot is not successful
- 5) This proposal has the added benefits of
 - a. No sorting of material, which will increase recycling rates without the concern of cost thresholds, allowing the town to truly embrace recycling.
 - b. Curbside convenience for townspeople
 - c. Supports the infrastructure development that may benefit other nearby localities without expecting the town to pay for non-townspeople's usage and increasing volume that pushes capacity above cost thresholds



Friday, April 04, 2014**Pilot Plan Outline**

- I. Description and Scope
 - a. BSW (Recycle Easy) provides residents who sign up a 96 gallon “Toter” style cart similar to what the town provides for trash pickup, but in a bright “recycle green” color with Recycle Easy hot stamp *graphic attached
 - b. Service Frequency- Alternating Weeks- every other week pickup on either a Monday or Tuesday, pickup TBD
 - c. Commingled, all common recyclable materials thrown in the same container for sorting at a high tech recycling facility operated by Sonoco. Materials accepted noted at <http://www.recycleeasy.com/what-we-accept/>
 - d. BSW will sign up and maintain billing or subsidy accrurement of participating citizens. Citizens can subscribe online, or over the phone. The town could assist signups or simply refer citizens to BSW for assistance. BSW would verify eligibility for subsidy with town before enrollment.
- II. Promotion and Transition
 - a. Announcement
 - i. Town Website, news articles and other notices inform citizens and begin an interest/sign-up sheet, referring interested parties to BSW
 - ii. Place a notice at the existing Walmart dumpster notifying of the change and referring to Town or BSW for sign up of the new curbside program
 - b. Promotion Deals
 - i. First 10 residents free
 - ii. Next 15 customers pay \$10/mo
 - iii. Additional customers pay \$15/mo
 - iv. Optional- After the first year the free customers pay \$15 and run another 10 free promo to keep momentum



Friday, April 04, 2014

<u>YEAR 1 Phase In</u>			
<u>BSW Monthly Fee Direct to Resident</u>	<u>Monthly Town Subsidy per Participant</u>	<u>Customers Served under Budget</u>	<u>Maximum Total annual Town investment</u>
	\$250 Travel Subsidy per month by town	Infrastructure	\$ 3,000.00
\$0.00	\$20.00	10	\$ 2,400.00
\$10.00	\$10.00	15	\$ 1,800.00
\$15.00	\$5.00	20	\$ 1,200.00
\$15.00	\$0.00	20	None- BSW Covered
	Critical Mass	65	\$ 8,400.00
standard price of \$15/month after critical mass - no subsidy			

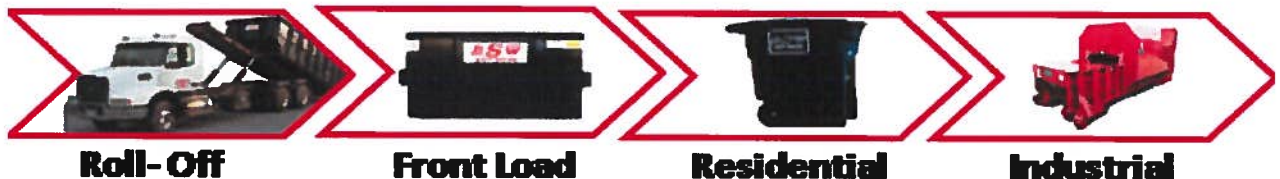
III. Financial

- 3 year commitment to travel subsidy made by town unless critical mass reached earlier, then re-evaluate program
- Proposal will save the town money unless the program has good participation that lands just shy of the critical mass in which case the town roughly breaks even with current level of investment
- Ramp Down Option - After year 2, Ramp Down of service subsidy shifts responsibility to citizens (citizens bump down one level per year) to prove critical mass at \$15/mo -OR- No ramp down and ongoing commitment of \$250 per month travel

**Roll- Off****Front Load****Residential****Industrial**

Friday, April 04, 2014


- IV. Deployment
 - a. Initial sign up period and Promotion of 2 months
 - b. Community Recycling Meeting and Education By BSW at date chosen by council or interested parties
 - c. Town Announce Program and Install Signage of closure at Walmart Container
 - d. Communication and Media push
 - e. BSW sends Welcome Packets and Delivery date of 96 gallon Recycle Easy branded Carts
 - f. Recycle Easy Collection begins 2 weeks prior to Walmart Removal
- V. Progress
 - a. Monthly Reporting of Sign ups with address reference to Town with invoice
 - b. 6 weeks into collection- BSW / Town Progress meeting
 - c. Annual or Semi Annual meeting to discuss progress and needs
- VI. Ramp Down of Town's Obligation after critical mass



recycleeasy™

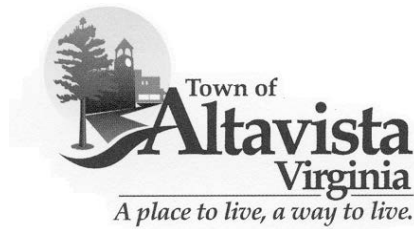


What do we take?

ACCEPTABLE	UNACCEPTABLE
Glass	Light bulbs, mirrors, broken glass, ceramics, pyrex, tableware
Mixed paper, magazines, Newspapers, inserts, phone books	Waxed paper, neon paper, carbon paper, tissues, napkins, waxed milk cartons, laminated paper
Plastic (<i>including all stamped tops</i>) stamped #1 through #7 on the bottom of the container (<i>please rinse containers</i>). 	We take them all! But REMOVE BOTTLE TOPS please.
Styrofoam products with stamped recycling symbol (<i>please rinse containers</i>)	
Cardboard and Corrugated	Waxed cardboard
Aluminum cans (<i>please rinse containers</i>)	
Steel cans (soup, etc. - thoroughly rinsed with no lid)	NO LIDS please.

Commissioners

Jerry Barbee, Chair
Bill Ferguson
John Jordan
Laney Thompson, Vice Chairman
John Woodson



Town Planning Staff

Dan Witt

Town of Altavista Planning Commission
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

April 8, 2014

Dear Council Members,

The Altavista Planning Commission respectfully submits the attached annual report for its 2013 activities.

Part one of the report contains an overview of the meetings conducted and attendance of the members in 2013. This is followed by a summary of the progress made on the 2013 Work Plan. The third section contains a summary of the monthly meetings; the final section is the work plan the Commissioners have developed for themselves for 2014.

Attached is the review the Planning Commissioners completed on the goals, objectives and action plans for the Comprehensive Plan.

Annual Report

Summary of meetings in 2013:

- A total of 11 meetings:
 - Regular- 10
 - Called- 0
 - Regional PC meeting hosted by Region 2000
- 3 Public Hearings and a Public Informational Meeting
 1. September- A public hearing to consider rezoning property at 800 12th Street from R2 to C2 was considered. When Mr. Eller pointed out that those filing the rezoning application did not have the authority to do so the hearing was stopped. A better alternative was determined to rezoning was developed and considered in November hearing.
 2. November- 2 public hearings: Both related to the Town's Zoning Ordinance. One to correct and update the ordinance related to satellite dishes and one to add 'personal services (S)' to the R2 zoning district.

3. August – a public information meeting facilitated by Scott Smith with Region 2000 to provide information about possible design guidelines for the Downtown Revitalization Overlay District.
- Attendance at the meetings averaged 82% for the year.

The Planning Commission Work Plan Progress Report:

The **2013 Work Plan Review** is listed below and includes the progress for each task listed:

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters. ***Completed***
2. Actively work on Comp Plan goals assigned to the Planning Commission. ***Ongoing***
3. Respond to requests by Town Council. ***As Requested***
4. Periodically review the newly adopted zoning ordinance for sections that may need to be amended, corrected, or deleted. ***Ongoing***
5. Review and reconsider design guidelines for DRO and other primary corridors. ***Currently working on this task.***
6. Continue to monitor uranium mining as it relates to land use and environmental uses. ***VA Uranium Co. has tabled now due to the new Governor's comments.*** Hold public forums on a regular basis to determine the facilities needed and desired by the community. ***Carried over to 2014.***
7. Encourage the youth in our community to become more involved in our local government by working with the local schools. ***Carried over to 2014.***
8. Evaluate zoning and building codes and procedures for impediments to housing construction. ***Nothing apparent impeding housing construction.***
9. Meet as needed with other Planning Commissions in Region 2000 to share and coordinate local initiatives. ***Met with regional Planning Commissioners in a meeting hosted by Region 2000 to discuss regional and local planning issues and concerns.***

Summary of monthly meetings:

January: Officers for 2013, Jerry Barbee, Chairman and Laney Thompson, Vice Chairman were elected. Tim Wagner announced his resignation because he was moving out of Town. The Commission reviewed the 2012 Council report. The Commission also reviewed the progress for the Town's Comprehensive Plan.

February: No meeting

March: Mr. John Jordan welcomed as the newest member of the Commission replacing Tim Wagner. The 2013 work plan was reviewed and added to while Mr. Ferguson and Mr. Jordan wanted to reconsider a property maintenance code. This idea was dismissed at the time of the development of the DRO.

April: The Commission considered a zoning matter for property located at 800 12th Street. The PC also developed a plan of action for considering Design Guidelines for the DRO. Mr. Witt reported that Council was not interested in considering a Property Maintenance Code.

May: Plans for a public information meeting were developed and Mr. Witt provided some sample design guidelines and also the original draft for the Town's design guidelines.

June: Community Information meeting invitation letter was approved with meeting scheduled for August. The Commissioners discussed the pros and cons for having design guidelines.

July: No meeting

August: Public information meeting was held with Scott Smith facilitating. Eleven (11) property/business owners were present and participated. No one spoke out against the idea of pursuing the design guidelines; however several spoke in favor. The Commissioners provided a report to Council to confirm it was okay to move forward with this project. (By consensus TC said yes)

September: A public hearing to consider rezoning property at 800 12th Street from R2 to C2 was considered. When Mr. Eller pointed out that those filing the rezoning application did not have the authority to do so the hearing was stopped. John Woodson participated in the James River Association river excursion.

October: A new plan for 800 12th Street developed, to allow 'personal service' in the R2 zoning district with issuance of a special use permit. Commissioners discussed a proposal from Scott Smith, Region 2000, to provide consulting services for development of design guidelines.

November: Two (2) public hearings: Both related to the Town's Zoning Ordinance. One to correct and update the ordinance related to satellite dishes and one to add 'personal services (S)' to the R2 zoning district. The Commission recommended approval of both to the Council.

December: Scott Smith facilitated the first design guidelines meeting. Notices were sent to all business/property owners in the district and Wakley Austin was the only person present. Scott presented the plan for development of the plan with a partial draft to be presented in February. The Commissioners, by consensus determined the guidelines would be mandatory.

Planning Commission 2014 Work Plan

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters.
2. Actively work on Comp Plan goals assigned to the Planning Commission.
3. Respond to requests by Town Council.
4. Periodically review the zoning ordinance for sections that may need to be amended, corrected, or deleted.
5. Continue developing draft Design Guidelines for DRO then consider other primary corridors.
6. Hold public forums on a regular basis to determine the facilities needed and desired by the community.
7. Encourage the youth in our community to become more involved in our local government by working with the local schools.
8. Evaluate zoning and building codes and procedures for impediments to housing construction.
9. Meet annually with other Planning Commissions in Region 2000 to share and coordinate local initiatives.
10. Review James River Association plan for consideration as the Staunton River is in their plan.

The Planning Commission is an advisory board to the Town Council. If Council would like to add items to the work plan please provide this request to the Chairman, Mr. Jerry Barbee.

Thank you for the continued opportunity to serve the citizens of the Town of Altavista and Town Council.

Jerry Barbee,

Date: April 8, 2014

Jerry Barbee

Planning Commission Chairman

Town of Altavista Recreation Committee

Committee Members

Ann Shelton (Chairman)
Tim George (Town Council)
Victoria Mattox
Steve Dews

Ex-Officio Members

Steve Jester (YMCA)
Dan Witt (Town Staff)

At the March 11, 2014 Town Council meeting the Council requested that the Recreation Committee consider a request by a citizen to reopen the road along the Staunton River at English Park. The Recreation Committee met on Monday, March 17th and this request was on the agenda. After discussion and consideration of the request the recommendation (unanimous) of the committee is to keep the road closed to vehicle traffic.

Reasons for recommendation to keep road closed to vehicle traffic:

1. Pedestrian and child safety;
2. Only part of the park closed to vehicles;
3. Logistics to open and close the road at specified times is too labor intensive for town staff;
4. Confusion over when the road is to be open and/or closed;
5. Access to the river views and picnic tables for those unable to walk to the middle section of the road is available at other accessible locations in the park.



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: April 8, 2014

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Altavista Fire Company – Special Event Request

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Recently, the Town was approached by John Tucker with the Altavista Fire Company in regard to holding a special event at the Booker Building as a fundraiser for the department on Saturday, October 4, 2014. This event would be an outdoor concert utilizing the Booker Building's covered outdoor stage and the immediate area around the Booker Building, as indicated on the attached map. The event would be from 7:00 p.m. to 11:00 p.m. and a crowd of over 1,000 is estimated. The attached "Special Event Request" form prepared by staff hopefully provides in more detail the specifics of the event. The Town's Booker Building Rental Policy states that any rental that extends beyond the rental period of 10:00 p.m. requires approval by the Town Manager or his designee and requires off duty law enforcement to be present throughout the event time. In addition, the policy states that a Security Deposit in the amount of \$250.00 be paid, with this being refunded upon confirmation from Public Works and Police Department staff that the rental and cleaning checklists were in accordance with the rental agreement. A \$25.00 non-refundable utility fee is charged for all rentals. The Altavista Fire Company is listed as an organization that is exempt from the rental fee once per ninety day period, as long as the rental does not exceed two days.

While alcohol sales are permitted in regard to the Booker Building rental, under certain guidelines, this only applies to inside the building. Accordingly, approval is needed from the Altavista Town Council to have alcohol sales outside of the Booker Building during this event.

Services/Actions Requested:

- Use of Booker Building for all day on Saturday, October 4, 2014 (includes set up and clean up periods)
- Allowance of alcohol sales from 7:00 – 10:00 p.m. in the event area boundary (as identified on map)
- Use of electrical service for band and potential food vendor(s).
- Use of town's rear loading trash truck, for clean up.

Possible Conditions:

- Organizer to provide ABC Permit for alcohol sales by September 5, 2014
- Organizer to provide certificate of insurance naming TOA as additional insured by September 5, 2014
- Organizer to submit the Security Deposit (\$250.00) and the Utility Fee (\$25.00) at time of filing the Booker Building Rental Agreement application.

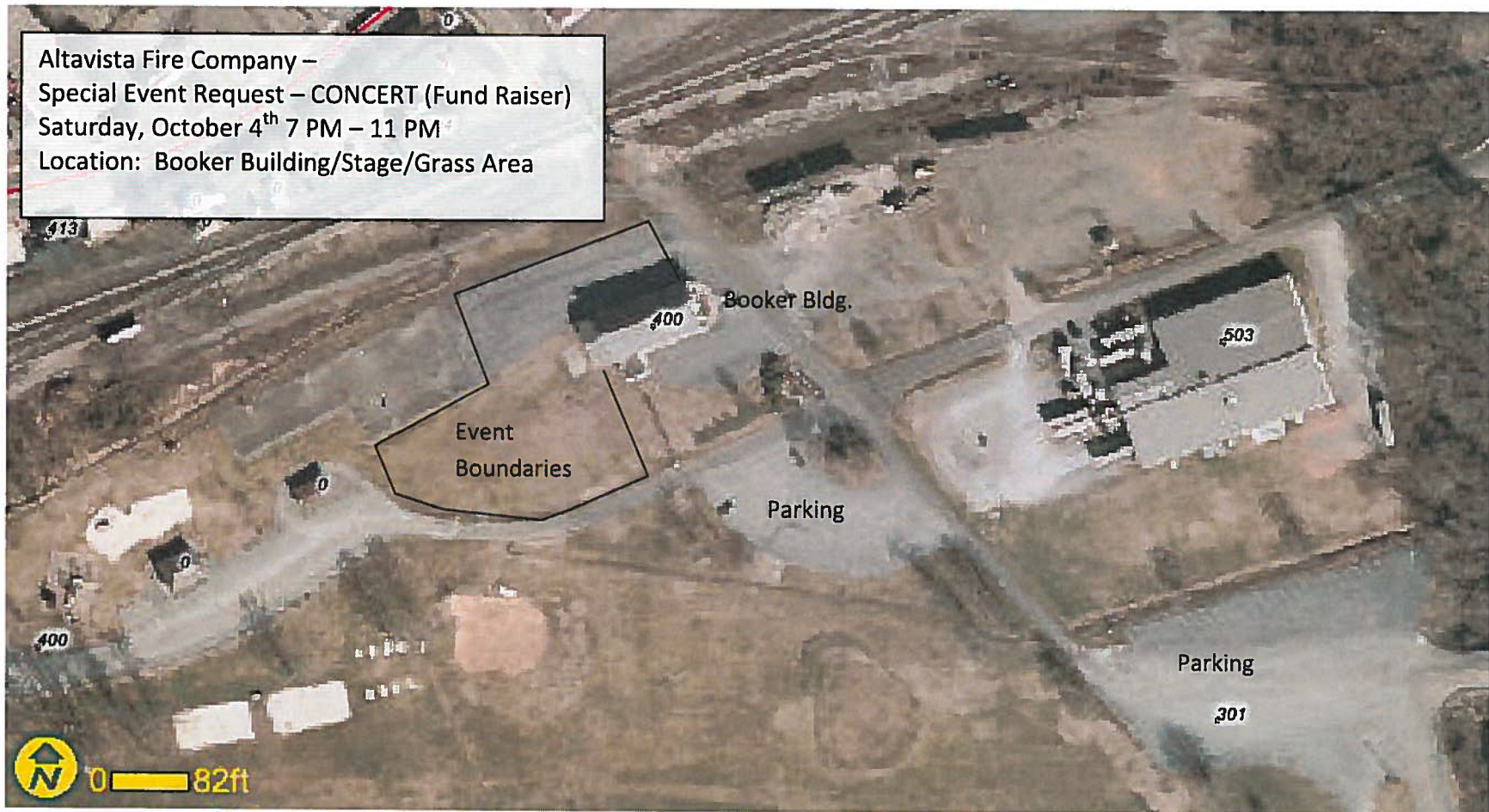
The Public Works/Utilities Committee reviewed this request and asked that it be placed on the Town Council's agenda under "New Business".

Potential Action(s) or Motion(s):

MOTION:

"I move that the Altavista Fire Company be allowed to utilize the outside area of the Booker Building as identified on the attached submittal for an outdoor concert to be held on Saturday, October 4, 2014 and that alcohol sales be permitted in the designated area and that the event be allowed to extend beyond the normal Booker Building rental period of 10:00 p.m. as indicated, once all conditions as outlined are met."

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) <i>Altavista Fire Company Special Event Request forms</i> ; and 2) <i>Police Chief review form</i>		
This agenda form has been reviewed by:	Initials	Comments:
Town Manager	jwc	



Applicant: Altavista Fire Company **Event Date:** Saturday, October 4, 2014 (7:00 PM to 11:00 PM) **Event Type:** Concert
Group Type: Local Non-Profit

Estimated Crowd Size: 1,000 – 2,000
Alcohol being served? Yes
Traffic Control Needed? Yes
Requests for Security? No
Electricity Required? Yes (Band and potential food vendor)

Live Music or DJ? Yes
Trash Assistance Needed? Yes
Road or Parking Lot Closures? No
Portable Restrooms (#)? Yes (5)

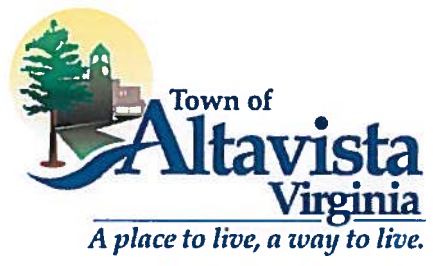
SPECIAL EVENT REQUEST – Altavista Fire Company

The Altavista Fire Company (AFC) is requesting the utilization of the Booker Building, the stage and the grass area behind the facility for a fundraising event (tickets would be sold before and at the event). The event would be held on Saturday, **October 4, 2014** and run from **7:00 PM to 11:00 PM** with an estimated crowd of **1,000 – 2,000**. AFC requests that they be **allowed to sell/serve alcohol** at the event **(7:00 PM to 10 PM)**, in accordance with the VA ABC rules/regulations. **Special approval by Town Council is required for alcoholic beverages to be sold/served outside of the Booker Building.**

The Fire Department would have the Booker Building/stage/grass area from **11:00 AM to 12:00 (midnight) on the day of the event** and would include set up and take down. In addition, AFC would **request that the Town's rear-loading trash truck be located on site for solid waste disposal purposes.** AFC would **hire off-duty officers for security purposes** and **provide five porta-potties on site for sanitation purposes.** AFC is considering a food vendor on site, this would require **hook up to the Town's power,** in **addition to the power from the Booker Building stage for the band.** Existing on-site parking would be utilized for the event.

The AFC is exempt, per policy from the Town's rental fee, but is subject to the non-refundable \$25.00 utility fee and the refundable \$250.00 security deposit.

AFC Contact: John Tucker Cell #: (610-1481)



To: Chief Ken Walsh
From: Waverly Coggsdale, Town Manager WC
Date: March 18, 2014
Re: Special Event Request

Attached is a Special Event Request of the Altavista Fire Company, I would ask that you review and offer me your comments on the bottom of this sheet. If you have any question please let me know.

- ☐ Recommend Approval as presented
- ☒ Recommend Approval with conditions:
MEET WITH THE ALTAVISTA POLICE CHIEF TO DEVELOP
AN OPERATIONS PLAN. COMPLY WITH THE BUREAU OF
ALCOHOLIC BEVERAGE CONTROL'S LICENSING REQUEST.

- ☐ Recommend Denial (state reasons)

Signed: _____ Date: _____



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: April 8, 2014

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: FY2015 Budget and CIP – *First Reading*

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Prior to holding a public hearing on the FY2015 Budget and Capital Improvement Plan (CIP), Council is required to conduct a “*First Reading*” of the proposed budget.

The FY2015 proposed budget covers the period of July 1, 2014 through June 30, 2015 and includes expenditures of \$6,429,050. It is projected that the Town will collect revenue in the amount of \$7,436,400, a surplus of \$917,350 which will be transferred to various reserves. The FY2015 budget is based on no increases to the tax rates. The water and sewer rates will see a five percent (5%) increase in FY2015, based on the proposed budget. The attached PPTRA resolution indicates that personal property relief is included in the budget; the actual percentage should be available from the Campbell County Commissioner of Revenue prior to the public hearing.

The FY2015 – 2019 Capital Improvement Plan (CIP) for the next five years totals \$4,187,900 in expenditures. The proposed items in the CIP for FY2015 total \$750,000 in expenditures with revenue coming from a variety of sources. As you know the adoption of the budget and Capital Improvement Plan (CIP) only appropriates the funds for the first year (FY2015) of the Capital Improvement Plan, the remaining four years (FY2016 – 2019) are for informational and planning purposes only.

Following discussion by Council, staff will be seeking authorization to schedule a public hearing on the proposed Fiscal Year 2015 Budget and Fiscal Year 2015- 2019 Capital Improvement Plan for Tuesday, May 13, 2014 at 7:00 p.m. It is anticipated that adoption of the budget will be considered at the June 10, 2014 Town Council meeting.

Once again, I would like to thank Tobie Shelton, Dan Witt and all of the department heads for their hard work in preparing the budget and capital improvement plan.

Staff recommendation, if applicable:

Following discussion and any recommended changes, staff recommends that Town Council set a public hearing on the FY2015 Budget and FY2015-2019 Capital Improvement Plan for Tuesday, May 13, 2014 at 7:00 p.m.

Action(s) requested or suggested motion(s):

"I move that Tuesday, May 13, 2014 at 7:00 p.m. be set as a Public Hearing to seek input on the proposed FY2015 Budget and FY2015 – 2019 Capital Improvement Plan."

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) 2015 Proposed Budget Overview; 2) General Fund Revenues; 3) Enterprise Fund Revenues; 4) Departmental Expenditures; 5) Tax Rate Resolution; 6) PPTRA Resolution; 7) FY 2015 Capital Improvement Plan; and 8) FY2015 – 2019 Capital Improvement Plan		
This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):	tcs	
Town Manager:	jwc	

2015 PROPOSED BUDGET OVERVIEW

Total Expenditures: \$6,429,050

Total Revenue: \$7,436,400
Transfers: \$ 0
TOTAL: \$7,436,400

Real Estate Rate: \$0.16 per \$100 of assessed value
Personal Property Rate: \$2.00 per \$100 of assessed value
PPTRA: \$500 or less assessed value – 100% tax relief
\$501 to \$10,000 assessed value - XX% tax relief
\$10,001 or more – XX% of tax relief on the first
\$10,000 of assessed value

Note: At this time PPTRA percentages have not been projected for the 2014 taxes by COR

Utility Rates:

Water: Business & Residential - \$2.08 per 1,000 gallons
Industrial - \$2.04 per 1,000 gallons
Town of Hurt - \$3.12 per 1,000 gallons
Outside of Town - \$4.16 per 1,000 gallons

Sewer: Business & Residential - \$2.92 per 1,000 gallons
Industrial - \$2.99 per 1,000 gallons
Town of Hurt - \$2.92 per 1,000 gallons

Capital Improvement Program

FY2015 Expenditures: \$750,000 (included in FY 2015 Budget)
FY2015 – 2019 Expenditures: \$4,187,900

Town of Altavista
General Fund Revenue
FY2015 PROPOSED BUDGET

General Fund Revenue	<u>FY2012 ACTUAL</u>	<u>FY2013 ACTUAL</u>	<u>FY2014 ADOPTED</u>	<u>FY2014 AMENDED</u>	<u>FY2014 PROJECTED</u>	<u>FY2015 PROPOSED</u>
Property Taxes - Real Property	410,800	413,378	410,000	410,000	415,100	410,000
Public Service - Real & Personal	62,700	61,603	62,000	62,000	86,600	86,600
Personal Property	204,500	205,575	195,000	195,000	195,000	195,000
Personal Property - PPTRA	103,000	112,851	100,000	100,000	100,000	100,000
Machinery & Tools	1,462,800	1,470,339	1,470,100	1,470,100	1,518,400	1,518,000
Mobile Homes - Current	500	425	500	500	500	500
Penalties - All Taxes	5,800	5,845	5,000	5,000	5,600	5,500
Interest - All Taxes	2,900	3,126	3,000	3,000	3,000	3,000
Local Sales & Use Taxes	131,500	147,796	125,000	125,000	135,000	135,000
Local Electric and Gas Taxes	112,000	111,893	100,000	100,000	110,000	110,000
Local Motor Vehicle License Tax	43,900	45,479	43,000	43,000	43,000	43,000
Local Bank Stock Taxes	159,600	160,104	160,000	160,000	160,000	160,000
Local Hotel & Motel Taxes	59,500	82,276	60,000	60,000	77,000	80,000
Local Meal Taxes	639,600	682,194	620,000	620,000	620,000	660,000
Audit Revenue	0	0	3,500	3,500	0	3,500
Container Rental Fees	1,050	975	1,000	1,000	1,000	900
Communications Tax	41,500	41,590	40,000	40,000	40,000	40,000
Transit Passenger Revenue	4,800	5,677	4,000	4,000	4,300	5,000
Business License Fees/Contractors	16,100	7,146	11,000	11,000	7,000	7,000
Business License Fees/Retail Services	116,500	115,697	110,000	110,000	110,000	110,000
Business License Fees/Financial/RE/Prof.	8,700	10,389	8,500	8,500	8,500	8,500
Business License Fees/Repairs & Person Svcs	17,500	18,028	16,500	16,500	16,500	16,500
Business Licenses Fees/Wholesale Businesses	2,100	1,917	1,800	1,800	1,800	1,800
Business License Fees/Utilities	8,200	7,800	8,000	8,000	8,000	8,000
Business License Fees/Hotels	1,300	1,575	1,300	1,300	1,300	1,300
Permits - Sign	1,350	1,320	1,000	1,000	1,000	1,000
Fines & Forfeitures - Court	28,500	33,546	20,000	20,000	20,000	20,000
Parking Fines	50	190	200	200	300	200

Town of Altavista
General Fund Revenue
FY2015 PROPOSED BUDGET

General Fund Revenue (Continued)	<u>FY2012 ACTUAL</u>	<u>FY2013 ACTUAL</u>	<u>FY2014 ADOPTED</u>	<u>FY2014 AMENDED</u>	<u>FY2014 PROJECTED</u>	<u>FY2015 PROPOSED</u>
Interest and Interest Income	29,100	45,610	47,000	47,000	58,000	58,000
Rents - Rental of General Property	850	962	1,000	1,000	1,000	1,000
Rents - Pavilion Rental	0	3,225	2,000	2,000	3,000	3,000
Rents - Booker Building Rentals	0	3,600	4,000	4,000	4,000	4,000
Rents - Rental of Real Property	59,600	75,300	45,000	45,000	50,000	60,000
Property Maintenance Enforcement	0	1,332	1,300	1,300	1,300	1,300
Railroad Rolling Stock Taxes	15,700	18,058	18,000	18,000	19,000	19,000
State DCJS Grant	80,100	80,148	75,000	75,000	80,000	80,000
State Rental Taxes	1,280	417	1,100	1,100	500	500
State/Misc. Grants (Fire Grant)	9,200	9,839	9,100	9,100	9,100	9,100
State/VDOT Contract Services	0	2,324	3,000	3,000	3,000	3,000
State/Police Grant	0	0	0	0	0	0
VDOT Police Grant for Overtime	7,500	6,150	8,100	8,100	0	0
State Transit Revenue	17,000	17,282	12,810	12,810	12,810	15,500
Campbell County Grants	55,000	57,100	57,100	57,100	57,100	57,100
Litter Grant	1,600	2,247	1,600	1,600	2,000	2,000
Fuel - Fire Dept. (Paid by CC)	4,900	4,832	3,700	3,700	4,100	4,100
Federal/Cop Grant	0	0	0	0	0	0
VDOT TEA 21 Grant	319,200	85,482	0	726,320	726,320	0
State / VDOT LAP Funding	0	37,304	0	0	0	0
Federal Transit Revenue	48,700	64,344	78,300	78,300	78,300	70,500
Federal/Byrne Justice Grant	6,400	5,619	4,000	4,000	4,500	4,000
Federal / VDOT LAP Funding	38,750	148,054		751,758	751,760	0
Federal/Bullet Proof Vest Partnership Grant	0	2,800	0	0	0	0
Transfer In from General Fund (C.I.P.)	720,000	72,200	0	23,007	23,007	0
Transfer in from Library Fund	16,000	0	0	0	0	0
Misc. - Sale of Supplies & Materials	11,700	39,867	10,000	10,000	10,000	10,000
Misc. - Cash Discounts	300	215	200	200	200	200
Miscellaneous	17,200	24,759	13,000	48,000	57,500	13,000

Town of Altavista
General Fund Revenue
FY2015 PROPOSED BUDGET

General Fund Revenue (Continued)	<u>FY2012 ACTUAL</u>	<u>FY2013 ACTUAL</u>	<u>FY2014 ADOPTED</u>	<u>FY2014 AMENDED</u>	<u>FY2014 PROJECTED</u>	<u>FY2015 PROPOSED</u>
Transfer in from Comm. Imprv. Fund	0	134,701	0	0	0	0
Transfer In from General Fund Des.Reserves	146,100	0	0	224,922	224,922	
Transfer In from Water & Sewer Fund	0	0	0	0	0	0
	<u>5,252,930</u>	<u>4,692,507</u>	<u>3,975,710</u>	<u>5,736,717</u>	<u>5,870,319</u>	<u>4,145,600</u>

Town of Altavista
Enterprise Fund Revenue
FY2015 PROPOSED BUDGET

Enterprise Fund Revenue	<u>2012 ACTUAL</u>	<u>FY2013 ACTUAL</u>	<u>FY2014 ADOPTED</u>	<u>FY2014 AMENDED</u>	<u>FY2014 PROJECTED</u>	<u>FY2015 REQUESTED</u>
Interest/Interest Income	4,500	3,388	4,000	4,000	4,000	3,500
Water Charges - Industrial	788,000	802,774	825,400	825,400	825,400	861,000
Water Charges - Business/Residential	197,900	217,215	229,700	229,700	229,700	239,600
Water Charges - Outside Community	124,354	127,590	147,700	147,700	147,700	130,200
Water Charges - Water Connection Fees	1,400	1,450	1,200	1,200	1,200	1,200
Sewer Charges - Industrial	1,080,800	1,077,035	1,100,000	1,100,000	1,100,000	1,130,900
Sewer Charges - Business/Residential	204,000	221,920	229,200	229,200	229,200	238,800
Sewer Charges - Outside Community	2,100	1,952	1,900	1,900	1,900	1,900
Sewer Charges - Sewer Connection Fees	4,900	3,300	4,000	4,000	4,000	2,000
Sewer Charges - Sewer Surcharges	65,500	33,759	45,000	45,000	45,000	40,000
Charges for Service - Water/Sewer Penalties	3,850	3,554	3,500	3,500	3,500	3,500
State Fluoride Grant	27,300	0	0	0	0	0
Misc. Cash Discounts	10	29	200	200	200	200
Misc. - Sale of Supplies & Materials	0	0	1000	1000	1000	500
Miscellaneous	35,100	34,830	30,000	30,000	30,000	25,000
Transfer In from Fund 50 (CIP Designated Res)	1,275,000	0	0	232,870	232,870	
Transfer In from Reserves (DEBT PAYOFF)	1,452,300	0	0	0	0	
Transfer in From General Fund	<u>43,400</u>	<u>551,270</u>	<u>0</u>	<u>412,280</u>	<u>412,280</u>	
ENTERPRISE FUND - REVENUE:	<u>5,310,414</u>	<u>3,080,066</u>	<u>2,622,800</u>	<u>3,267,950</u>	<u>3,267,950</u>	<u>2,678,300</u>

Town of Altavista
Fund Expenditure Totals
FY2015 PROPOSED BUDGET

GENERAL FUND (FUND 10)	<u>FY2012 ACTUAL</u>	<u>FY2013 ACTUAL</u>	<u>FY2014 ADOPTED</u>	<u>FY2014 AMENDED</u>	<u>FY2014 PROJECTED</u>	<u>FY2015 PROPOSED</u>
Council/Planning Commission						
Personnel	0	0	21,000	21,000	21,000	21,000
Operations	0	0	12,530	12,530	12,930	13,030
Debt Service	0	0	0	0	0	0
CIP	0	0	0	0	0	10,000
Council/Planning Commission - TOTAL:	<u>0</u>	<u>0</u>	<u>33,530</u>	<u>33,530</u>	<u>33,930</u>	<u>44,030</u>
Administration						
Personnel	380,138	406,676	399,600	399,600	399,600	397,400
Operations	309,568	290,168	310,300	310,300	323,557	357,940
Debt Service	0	0	0	0	0	0
CIP	<u>41,415</u>	<u>15,303</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>35,000</u>
Administration - TOTAL:	<u>731,121</u>	<u>712,147</u>	<u>716,900</u>	<u>716,900</u>	<u>730,157</u>	<u>790,340</u>
Non-Departmental						
Operations	1,589,335	951,611	865,580	866,580	476,660	1,094,280
Transfer Out to Cemetery Fund	-25,000	-25,000	-31,200	-31,200	-31,200	-28,580
Transfer Out to Enterprise Fund	-43,400	-551,270	0	-412,280	0	0
Transfer Out to General Fund Reserve	-638,800	0	-411,280	0	0	-652,800
Transfer Out to Gen. Fund Reserve (Fire Dept.)	0	-65,000	-65,000	-65,000	-65,000	-65,000
Operations w/o Transfers Out	<u>882,135</u>	<u>310,341</u>	<u>358,100</u>	<u>358,100</u>	<u>380,460</u>	<u>347,900</u>
Debt Service	56,571	56,572	0	0	0	0
CIP	<u>517,904</u>	<u>316,366</u>	<u>6,000</u>	<u>1,681,000</u>	<u>1,681,000</u>	<u>59,000</u>
Non-Departmental - Subtotal:						
Non-Departmental - TOTAL:	<u>1,456,611</u>	<u>683,279</u>	<u>364,100</u>	<u>2,039,100</u>	<u>2,061,460</u>	<u>406,900</u>

Town of Altavista
Fund Expenditure Totals
FY2015 PROPOSED BUDGET

GENERAL FUND (FUND 10)	<u>FY2012 ACTUAL</u>	<u>FY2013 ACTUAL</u>	<u>FY2014 ADOPTED</u>	<u>FY2014 AMENDED</u>	<u>FY2014 PROJECTED</u>	<u>FY2015 PROPOSED</u>
Public Safety						
Personnel	757,190	759,785	785,680	785,680	656,000	719,800
Operations	140,060	110,729	132,500	132,500	129,550	126,800
Debt Service	0	0	0	0	0	0
CIP	<u>58,023</u>	<u>28,652</u>	<u>48,500</u>	<u>58,250</u>	<u>26,250</u>	<u>32,000</u>
Public Safety - TOTAL:	<u>955,272</u>	<u>899,166</u>	<u>966,680</u>	<u>976,430</u>	<u>811,800</u>	<u>878,600</u>
Public Works						
Personnel	516,854	566,798	673,300	673,300	556,000	651,600
Operations	285,341	286,571	281,100	281,100	281,100	292,350
Debt Service	235,785	0	0	0	0	0
CIP	<u>317,010</u>	<u>34,536</u>	<u>40,000</u>	<u>68,000</u>	<u>72,000</u>	<u>48,500</u>
Public Works - TOTAL:	<u>1,354,991</u>	<u>887,905</u>	<u>994,400</u>	<u>1,022,400</u>	<u>909,100</u>	<u>992,450</u>
Transit System						
Personnel	59,915	56,433	57,700	57,700	57,700	61,800
Operations	22,443	25,154	27,700	27,700	28,900	34,250
Debt Service	0	0	0	0	0	0
CIP	<u>17,178</u>	<u>31,757</u>	<u>44,500</u>	<u>44,500</u>	<u>44,500</u>	<u>28,000</u>
Transit System - TOTAL:	<u>99,536</u>	<u>113,344</u>	<u>129,900</u>	<u>129,900</u>	<u>131,100</u>	<u>124,050</u>
Economic Development						
Personnel	0	62,748	77,800	77,800	77,800	79,400
Operations	0	13,084	55,520	90,520	90,520	83,450
Debt Service	0	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>129,400</u>	<u>129,400</u>	<u>129,400</u>	<u>0</u>
Economic Development - TOTAL:	<u>0</u>	<u>75,832</u>	<u>262,720</u>	<u>297,720</u>	<u>297,720</u>	<u>162,850</u>

Town of Altavista
Fund Expenditure Totals
FY2015 PROPOSED BUDGET

	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2014</u>	<u>FY2014</u>	<u>FY2015</u>
GENERAL FUND (FUND 10)	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>PROJECTED</u>	<u>PROPOSED</u>
GENERAL FUND TOTALS						
Personnel	1,714,097	1,852,440	2,015,080	2,015,080	1,768,100	1,931,000
Operations	1,639,547	1,036,048	1,177,750	1,212,750	1,247,017	1,255,720
Debt Service	292,356	56,572	0	0	0	0
CIP	951,530	426,615	275,400	1,988,150	1,960,150	212,500
GENERAL FUND - GRAND TOTAL:	<u>4,597,531</u>	<u>3,371,674</u>	<u>3,468,230</u>	<u>5,215,980</u>	<u>4,975,267</u>	<u>3,399,220</u>

Town of Altavista
Fund Expenditure Totals
FY2015 PROPOSED BUDGET

	<u>FY2012 ACTUAL</u>	<u>FY2013 ACTUAL</u>	<u>FY2014 ADOPTED</u>	<u>FY2014 AMENDED</u>	<u>FY2014 PROJECTED</u>	<u>FY2015 PROPOSED</u>
ENTERPRISE FUND (FUND 50)						
Water Department						
Personnel	482,300	482,328	526,200	526,200	526,200	525,700
Operations	379,970	356,001	359,700	364,700	363,700	369,300
Debt Service	1,637,635	0	0	0	0	0
CIP	86,820	211,754	135,000	466,200	466,200	115,000
Transfers	0	0	169,375	0	0	132,275
Water Department - TOTAL:	<u>2,586,725</u>	<u>1,050,084</u>	<u>1,190,275</u>	<u>1,357,100</u>	<u>1,356,100</u>	<u>1,142,275</u>
Wastewater Department						
Personnel	579,372	610,725	643,900	643,900	644,200	645,500
Operations	520,810	468,819	493,250	522,150	522,150	485,750
Debt Service	1,676,846	0	0	0	0	0
CIP	75,593	253,464	126,000	749,800	749,800	272,500
Transfers	0	0	169,375	0	0	132,275
Wastewater Department - TOTAL:	<u>2,852,620</u>	<u>1,333,008</u>	<u>1,432,525</u>	<u>1,915,850</u>	<u>1,916,150</u>	<u>1,536,025</u>
ENTERPRISE FUND TOTAL						
Personnel	1,061,672	1,093,053	1,170,100	1,170,100	1,170,400	1,171,200
Operations	900,779	824,821	852,950	886,850	885,850	855,050
Debt Service	3,314,482	0	0	0	0	0
CIP	162,413	465,219	261,000	1,216,000	1,216,000	387,500
Transfers Out - Enterprise Fund	0	0	338,750	0	0	264,550
ENTERPRISE FUND - GRAND TOTAL:	<u>5,439,345</u>	<u>2,383,092</u>	<u>2,622,800</u>	<u>3,272,950</u>	<u>3,272,250</u>	<u>2,678,300</u>

Town of Altavista
Fund Expenditure Totals
FY2015 PROPOSED BUDGET

	FY2012	FY2013	FY2014	FY2014	FY2014	FY2015
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>PROJECTED</u>	<u>PROPOSED</u>
State/Hwy Reimbursement Fund (Fund 20)						
Operations	380,352	592,636	420,000	645,500	645,500	435,000
CIP	458,653	0	150,000	150,000	150,000	150,000
State/Hwy Water Department - TOTAL:	<u>839,005</u>	<u>592,636</u>	<u>570,000</u>	<u>795,500</u>	<u>795,500</u>	<u>585,000</u>
	FY2012	FY2013	FY2014	FY2014	FY2014	FY2015
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>PROJECTED</u>	<u>PROPOSED</u>
Cemetery Fund - Fund 90						
Personnel	9,987	14,869	13,200	13,200	13,400	13,080
Operations	15,986	17,589	18,000	18,000	18,000	18,000
Transfer Out - Cemetery Reserve	<u>21,086</u>	<u>22,046</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>47,059</u>	<u>54,504</u>	<u>56,200</u>	<u>56,200</u>	<u>56,400</u>	<u>56,080</u>
	FY2012	FY2013	FY2014	FY2014	FY2014	FY2015
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>PROJECTED</u>	<u>PROPOSED</u>
ALL FUNDS TOTAL						
Personnel	2,785,756	2,960,362	3,198,380	3,198,380	2,951,900	3,115,280
Operations	2,936,665	2,471,093	2,468,700	2,763,100	2,796,367	2,563,770
Debt Service	3,606,838	56,572	0	0	0	0
CIP	1,572,596	891,833	686,400	3,354,150	3,326,150	750,000
Transfer Out - General Fund Reserve	638,800	0	411,280	0	0	652,800
Transfer Out - General Fund Reserve (Fire Dept.)	0	0	65,000	65,000	65,000	65,000
Transfer Out - Cemetery Reserve	21,086	22,046	25,000	25,000	25,000	25,000
Transfer Out - Enterprise Fund Reserve	<u>0</u>	<u>0</u>	<u>338,750</u>	<u>0</u>	<u>0</u>	<u>264,550</u>
ALL FUNDS - GRAND TOTAL:	<u>11,561,741</u>	<u>6,401,906</u>	<u>7,193,510</u>	<u>9,405,630</u>	<u>9,164,417</u>	<u>7,436,400</u>

PROPOSED TAX RATE – TOWN OF ALTAVISTA

2014 REAL & PERSONAL PROPERTY

In the matter of regulating and fixing tax levies for the Town of Altavista in order to meet expenses, and proposed expenditures for the fiscal year ending June 30, 2015:

BE IT ORDAINED BY the Council of the Town of Altavista that the 2014 tax levy on all taxable real estate located in the town shall be a tax of sixteen cents (\$0.16) on every One Hundred Dollars (\$100.00) of value of said real estate, the levy hereby ordered being also applicable to the real estate of public service corporations, based upon the assessment thereof fixed by the State Corporation Commission, and duly certified; on all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2014 (or taxable by said Town as provided in Virginia Code section 58.1-3511) there shall be levied for the year 2014 a tax of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value, the levy hereby ordered being also applicable to the tangible personal property of public service corporations, based upon the assessment thereof fixed by the State Corporation Commission and duly certified.

On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a Tax on the net capital of the bank set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

On all taxes, levied by this ordinance not paid on or before December 5, 2014, a ten percent (10%) penalty shall be imposed. On all taxes, levied by this Ordinance, not paid before January 1, 2015, interest at ten percent (10%) annual rate will be added.

PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 2014

Altavista, Virginia

In accordance with the requirements set forth in VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Altavista commencing January 1, 2014, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for XX% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only XX% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

Note: At this time PPTRA percentages have not been projected for 2014 taxes by the Commissioner of the Revenue.

Town of Altavista
CIP Funding Sources
FY 2015 Proposed Budget

CIP FUNDING SOURCES FOR FY2015								
Item or Project	General Fund	Enterprise Fund	Highway Fund	CIP Reserves	Grants	Other	Description	
Paint Avoca Museum	\$ 59,000.00							
Sidewalk curb gutter			\$ 150,000.00					
Replace 1998 Leaf Vac	\$ 18,500.00							
Replace 1999 3/4 ton utility body truck	\$ 30,000.00							
Replace 1 patrol car	\$ 32,000.00							
Purchase and install 3 bus shelters	\$ 3,560.00				\$ 14,440.00		DRPT Funding	
Purchase computer and monitor for ACTS Admin	\$ 400.00				\$ 1,600.00		DRPT Funding	
Purchase 2 camera monitoring systems for buses	\$ 512.00				\$ 7,488.00			
Tank maintenance		\$ 50,000.00						
Replace 12 turbidity meters for filters 1-5		\$ 65,000.00						
Autoclave for main lab		\$ 15,000.00						
Replace (2) 100hp blowers		\$ 14,000.00						
Replace polyblend mixer		\$ 11,000.00						
Replace clarifier #3 gear box		\$ 15,000.00						
Replace BOD Incubator		\$ 9,000.00						
Replace PLC for press system		\$ 50,000.00						
Replace polymer pumps for press system		\$ 13,000.00						
Replace 1992 International tandem dump truck		\$ 90,000.00						
Replace press hydraulic ram		\$ 9,000.00						
Replace plant utility vehicle - golf cart		\$ 7,000.00						
Replace 60hp digester blower		\$ 15,000.00						
Replace 40hp pump and motor at pump station		\$ 24,500.00						
Replace 02 server	\$ 8,000.00							
Replace Town Manager vehicle	\$ 27,000.00							
Replace Town Council computers	\$ 10,000.00							
SUBTOTAL	\$ 188,972.00	\$ 387,500.00	\$ 150,000.00	\$ -	\$ 23,528.00	\$ -	\$ 750,000.00	
Percent Per Funding Source	18%	35%	7%	5%	22%	12%	100%	
TOTAL	\$ 188,972.00	\$ 387,500.00	\$ 150,000.00	\$ -	\$ 23,528.00	\$ -	\$ 750,000.00	
*Items designated CIP reserves and to be noted on financial statements at year end for audit purposes. These items will be purchased in a future year.								

Town of Altavista
Capital Improvements Program
FY 2015-2019

Town of Altavista Capital Improvements Program FY 2015- 2019

Page	Department	Project	FY2015	FY2016	FY2017	FY2018	FY2019	TOTAL
	Administration	Replace 2000 GMC Jimmy with similar vehicle	\$ 27,000.00					\$ 27,000.00
	Administration	Replace Dell PowerEdge 585 - Server 02	\$ 8,000.00					\$ 8,000.00
	Administration	Install wireless access points at off site locations		\$ 33,000.00				\$ 33,000.00
	TOTAL		\$ 35,000.00	\$ 33,000.00	\$ -	\$ -	\$ -	\$ 68,000.00
	Department	Project	FY2015	FY2016	FY2017	FY2018	FY2019	TOTAL
	Avoca	Paint Museum, office and outbuildings	\$ 59,000.00					\$ 59,000.00
	Avoca	Restoration of exterior brick/mortar- kitchen		\$ 25,000.00				\$ 25,000.00
	Avoca	Restoration of lime plaster in brick kitchen			\$ 22,000.00			\$ 22,000.00
	Avoca	Re-gravel & tar and seal parking lots				\$ 6,500.00		\$ 6,500.00
	Avoca	Remove dying tree in front lawn and grind stump					\$ 5,000.00	\$ 5,000.00
	TOTAL		\$ 59,000.00	\$ 25,000.00	\$ 22,000.00	\$ 6,500.00	\$ 5,000.00	\$ 117,500.00
	Department	Project	FY2015	FY2016	FY2017	FY2018	FY2019	TOTAL
	Council	Replace/upgrade Council computers with like technology	\$ 10,000.00					\$ 10,000.00
	TOTAL		\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
	Department	Project	FY2015	FY2016	FY2017	FY2018	FY2019	TOTAL
	Police	Replacement of patrol vehicles	\$ 32,000.00	\$ 71,400.00	\$ 75,000.00	\$ 78,800.00	\$ 82,700.00	\$ 339,900.00
	Police	Replace (6) in car video cameras with wireless digital		\$ 40,000.00				\$ 40,000.00
	TOTAL		\$ 32,000.00	\$ 111,400.00	\$ 75,000.00	\$ 78,800.00	\$ 82,700.00	\$ 379,900.00
	Department	Project	FY2015	FY2016	FY2017	FY2018	FY2019	TOTAL
	Public Works	Sidewalk, curb & gutter and drainage	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 750,000.00
	Public Works	Replace 1998 vacuum leaf vacuum	\$ 18,500.00					\$ 18,500.00
	Public Works	Replace 1999 3/4 ton utility body truck	\$ 30,000.00					\$ 30,000.00
	Public Works	Replace garbage truck		\$ 300,000.00				\$ 300,000.00
	Public Works	Replace 1986 asphalt roller		\$ 46,000.00				\$ 46,000.00
	Public Works	Replace 1997 Ford dump truck		\$ 100,000.00				\$ 100,000.00
	Public Works	Replace 1997 bucket truck w/ used VDOT surplus		\$ 50,000.00				\$ 50,000.00
	Public Works	Replace 2000 1/2 ton pickup with compact truck		\$ 20,000.00				\$ 20,000.00
	Public Works	Construct pole building for road deicing salt		\$ 30,000.00				\$ 30,000.00
	Public Works	Replace 1988 walk-behind pavement saw		\$ 6,500.00				\$ 6,500.00
	Public Works	Replace 1999 Dump Truck			\$ 100,000.00			\$ 100,000.00
	Public Works	Replace 2001 3/4 ton 4x4 pick up			\$ 28,000.00			\$ 28,000.00
	Public Works	Replace motor grader with newer used model				\$ 100,000.00		\$ 100,000.00
	Public Works	Replace 1986 2150 tractor/mower				\$ 32,000.00		\$ 32,000.00
	Public Works	Replace 1986 850 tractor/mower					\$ 33,000.00	\$ 33,000.00
	Public Works	Replace 2004 1/4 ton Pick-up (Shop Truck)					\$ 28,000.00	\$ 28,000.00
	Public Works	Replace 2004 Street Sweeper					\$ 110,000.00	\$ 110,000.00
	TOTAL		\$ 198,500.00	\$ 702,500.00	\$ 278,000.00	\$ 282,000.00	\$ 321,000.00	\$ 1,782,000.00
	Department	Project	FY2015	FY2016	FY2017	FY2018	FY2019	TOTAL
	Recreation	Community Park equipment & improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Altavista
Capital Improvements Program
FY 2015-2019

Town of Altavista Capital Improvements Program FY 2015- 2019

Department	Project	FY2015	FY2016	FY2017	FY2018	FY2019	TOTAL
Transportation	Purchase 2 or 3 bus shelters and benches	\$ 18,000.00	\$ 12,000.00	\$ 13,500.00			\$ 43,500.00
Transportation	Purchase computer and monitor for Trans Admin	\$ 2,000.00					\$ 2,000.00
Transportation	Purchase camera monitoring system for 2 buses	\$ 8,000.00					\$ 8,000.00
Transportation	Replacement bus		\$ 62,000.00				\$ 62,000.00
Transportation	Bus to expand current system			\$ 128,000.00			\$ 128,000.00
Transportation	Replacement bus					\$ 68,000.00	\$ 68,000.00
TOTAL		\$ 28,000.00	\$ 74,000.00	\$ 141,500.00	\$ -	\$ 68,000.00	\$ 311,500.00

Department	Project	FY2015	FY2016	FY2017	FY2018	FY2019	TOTAL
Waste Water	Replace autoclave for main lab	\$ 15,000.00					\$ 15,000.00
Waste Water	Replace 2 100hp blowers	\$ 14,000.00		\$ 15,000.00		\$ 15,000.00	\$ 44,000.00
Waste Water	Replace polyblend mixer for press system	\$ 11,000.00					\$ 11,000.00
Waste Water	Replace clarifier #3 gear box	\$ 15,000.00					\$ 15,000.00
Waste Water	Replace Biochemical Oxy. Demand (BOD) Incubator	\$ 9,000.00					\$ 9,000.00
Waste Water	Replace PLC for press system	\$ 50,000.00					\$ 50,000.00
Waste Water	Replace polymer pumps for press system	\$ 13,000.00					\$ 13,000.00
Waste Water	Replace 1992 International dump truck	\$ 90,000.00					\$ 90,000.00
Waste Water	Replace plant utility vehicle (Golf Cart)	\$ 7,000.00					\$ 7,000.00
Waste Water	Replace press hydraulic ram	\$ 9,000.00					\$ 9,000.00
Waste Water	Replace 60hp digester blower	\$ 15,000.00		\$ 15,000.00			\$ 30,000.00
Waste Water	Replacement of 40hp pumps and motors at pump stations	\$ 24,500.00	\$ 25,500.00	\$ 26,500.00	\$ 27,500.00		\$ 104,000.00
Waste Water	Repair/replace worn & damage asphalt		\$ 30,000.00	\$ 30,000.00			\$ 60,000.00
Waste Water	Replace feed pump for press system		\$ 22,000.00		\$ 22,000.00		\$ 44,000.00
Waste Water	Repair concrete walls at Riverview & Main Stat.		\$ 42,000.00				\$ 42,000.00
Waste Water	Replace Magnetic Flow Meter at Main Pump Station			\$ 35,000.00			\$ 35,000.00
Waste Water	Replace Air Compressor Solids Handling					\$ 10,000.00	\$ 10,000.00
Waste Water	Purchase 80-foot Clarifier					\$ 450,000.00	\$ 450,000.00
TOTAL		\$ 272,500.00	\$ 119,500.00	\$ 121,500.00	\$ 49,500.00	\$ 475,000.00	\$ 1,038,000.00

Department	Project	FY2015	FY2016	FY2017	FY2018	FY2019	TOTAL
Water	Tank maintenance and repair	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00			\$ 150,000.00
Water	Replace (12) Turbidity meters & applied meters	\$ 65,000.00					\$ 65,000.00
Water	Replace (2) backwash valves		\$ 17,000.00				\$ 17,000.00
Water	Replace backwash control panel		\$ 20,000.00				\$ 20,000.00
Water	Clean Reed Creek intake structure		\$ 46,000.00				\$ 46,000.00
Water	Replace water actuator valves- filters 1-5		\$ 30,000.00				\$ 30,000.00
Water	Install manual transfer switches		\$ 45,000.00				\$ 45,000.00
Water	Replace chemical pump			\$ 13,000.00		\$ 15,000.00	\$ 28,000.00
Water	Replace Staunton River raw water pumps			\$ 40,000.00		\$ 40,000.00	\$ 80,000.00
TOTAL		\$ 115,000.00	\$ 208,000.00	\$ 103,000.00	\$ -	\$ 55,000.00	\$ 481,000.00

Total for individual years FY2015-2019	\$ 750,000.00	\$ 1,273,400.00	\$ 741,000.00	\$ 416,800.00	\$ 1,006,700.00	\$ 4,187,900.00
Total Unfunded FY2016-2019						\$ 3,437,900.00

Annual Percentage of 2015-2019 CIP	18%	30%	18%	10%	24%	100%
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Town of Altavista Town Council Meeting Agenda Form

Meeting Date: April 8, 2014

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Nuisance Property – 805 14th Street

Presenter(s): Assistant Town Manager and Town Attorney

SUBJECT HIGHLIGHTS

For approximately a year and a half the Town has been working with individuals in regard to the property located at 805 14th Street. The attached reports from staff indicate the actions that have been taken in the past and a potential plan of action for remedy of this situation.

Staff recommendation, if applicable:

Approve plan of action as outlined in the Town Attorney's correspondence to Dan Witt, Assistant Town Manager dated March 28, 2014.

Action(s) requested or suggested motion(s):

"I move that staff be authorized to proceed in the manner outlined by the Town Attorney to address the nuisance property located at 805 14th Street."

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) Council Report from Assistant Town Manager, dated April 8, 2014 (with photographs); 2) Council Report from Assistant Town Manager, dated August 14, 2012 (with photographs); 3) Correspondence from Town Attorney John Eller to Dan Witt, Assistant Town Manager regarding a plan of action for the property, dated March 28, 2014		
This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):	dnw	
Town Manager:	jwc	

Council Report

April 8, 2014

Dan Witt, Assistant Town Manager



Regarding Property: Nuisance Property at 805 14th Street

Parcel ID Number: 83A-11-80-11

Owner: Clinton and Jeanette Stepney (deceased)

Overview:

Staff last provided an update to Town Council regarding the property at 805 14th Street in the attached report dated August 14, 2012. At that time Ms. Cilla Brown was working with staff to abate the nuisance at this location. However, since that time she is no longer involved with this property and the structure has been gutted by fire. (SEE below recent photos taken March 31, 2014). Staff discussed interest in this lot with David Shreve, Altavista Area Habitat for Humanity, but that has not worked out. After that staff began working with Mr. Eller to resolve this now blighted and potentially dangerous structure.

Mr. Eller and staff have discussed a formal plan of action, which Mr. Eller outlines in his letter dated March 28, 2014, paragraph 4. Staff would request that Town Council approve this plan of action and allow staff to move forward with advertising and eventual demolition of this unsafe and blighted structure.

There is a budgeted line item, Property Maintenance Enforcement, in the amount of \$5,000. Previous structures that were removed cost about \$3,000 and the funds were loaned to property owners at no interest; however, in this case a lien would likely be taken out against the property in an attempt to recoup the money used to demolish the structure.

Front View



Inside the upstairs



Rear View



Council Report

August 14, 2012

Dan Witt, Assistant Town Manager

Regarding Property: Nuisance Property at 805 14th Street

Parcel ID Number: 83A-11-80-11

Owner: Clinton and Jeanette Stepney (deceased)
301 Lambs Church Rd.
Altavista, VA 24517
C/O: Cilla Brown

Overview:

In July 2011 staff provided the attached report to Town Council. Ms. Cilla Brown was at the meeting and expressed an interest in renovating the property at 805 14th Street. Because of her willingness to work with staff, Council did not establish a time frame for renovations. During the late summer and into fall work was being done, most of which was on the inside of the house. But all work stopped after that. Staff spoke with Ms. Brown and she stated that that damage due to mold in the basement was more extensive than thought and the repairs were going to be more costly than anticipated.

Staff began receiving complaints from neighbors in June 2012 about the unsafe condition of the home and the fact that the tarp that once covered the roof had dry rotted and was now being blown throughout the neighborhood. Staff investigated and found the condition of the house to be unsafe and sent the attached nuisance follow-up letter to Ms. Brown on June 29, 2012 and 'delivery confirmation' shows the letter being delivered on July 2, 2012. Staff has not been contacted by Ms. Brown as instructed in this notice.

On July 13, 2012 staff revisited the site and took the attached photos, showing the unsafe condition of the structure.





LAW OFFICES OF
J. JOHNSON ELLER, JR.

P.O. BOX 209
ALTAVISTA, VIRGINIA 24517

TELEPHONE (434) 369-5661
FAX (434) 369-5663
ELLERLAW19@GMAIL.COM

March 28, 2014

Mr. Dan Witt
Assistant Town Manager
Town of Altavista
P. O. Box 420
Altavista, VA 24517

**Re: Property at 805 14th Street formerly owned by
Clinton and Jeanette Stepney**

Dear Dan:

I have been in occasional contact with the POAs for the two living sisters (Daisy Payne and Clara Tanks) of Jeanette Stepney, the last owner of the property. They have been attempting to get me more information on the eight deceased siblings of Jeanette Stepney. I now have a name for all eight. I have little firm information on any of the heirs of the ones who are deceased. One of the sisters was named Mattie Payne and Ms. Johnson, one of the POAs, told me that she had three children all deceased. However, there is a record of a Mattie M. Payne dying in Campbell County January 5, 2001 but she had five children at her death so I doubt if this is the same Mattie.

Another of the sisters is Ann Payne. Annie Lee Payne died in Campbell County June 20, 2009 leaving seven nephews and nieces. Again we don't know if it is the right one.

The bottom line is what we have is probably all we are going to get. Habitat has expressed interest but they have never agreed to accept the property. I think David Shreve is just waiting for us to determine the owners so Habitat is not going to step in.

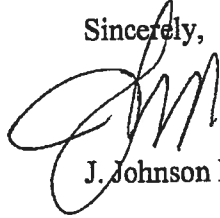
Thus at this point, the process in Sec. 21-1 could be begun by sending the notice letters to the POAs for the two living heirs and publishing the notice two times in the Journal. The notices would be made to "Heirs at law of Jeanette Stepney namely...." We would list the two living sisters and their addresses and each of the deceased heirs as "Heirs and successors of _____, deceased, addresses unknown".

In the absence of objection, at the expiration of 30 days from the second publication in the newspaper the house can be demolished.

Mr. Dan Witt
Page 2
March 28, 2014

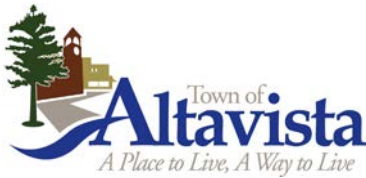
I do not recall whether or not Council formally authorized this action. If not, then you should present it to Council on April 8. If so, we can send the letters and publish Wednesday, April 2.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Johnson Eller, Jr.", written in a cursive style.

J. Johnson Eller, Jr.

10/TA/L-DWitt-Stepneyproperty-14th St.



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: April 8, 2014

Agenda Placement: Old Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Potential Work Session – WWTP Emergency Overflow Pond – PCB Issue

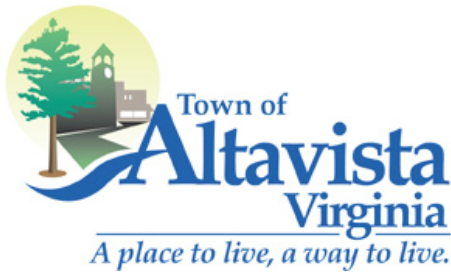
Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

At the January 2014 Town Council meeting, Council held a discussion regarding conducting a Work Session related to the ongoing PCB issue at the WWTP Emergency Overflow Pond. At that time it was decided not to hold a work session, but to revisit the issue in ninety (90) days.

Potential Action(s) or Motion(s):

Decide whether to conduct a Work Session and if so set a date and time.



PROJECT UPDATE – For Month of March 2014

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

- Paving of 7th Street should be completed by Friday, April 4, 2014.
- Punch list items are being addressed.

Bedford Avenue Waterline Replacement Project

- Engineer met with new Public Works Director and Town Manager to review the project plans.
- Bid process estimated for May 2014.

April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 1st Saturday Trade Lot
6	7	8 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	9	10	11	12
13	14	15	16	17 Region 2000 Local Gov't Council Dinner	18 Good Friday	19
20 Easter Sunday	21	22	23	24 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM	25 Avoca Museum Unveiling of Civil War Marker	26
27	28	29	30			

May 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 1st Saturday Trade Lot
4	5	6	7	8	9	10
11 Mother's Day	12	13 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	14	15	16	17 Trade Lot
18	19	20	21	22 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM	23	24
25	26 Memorial Day Town Offices Closed	27	28	29	30	31